

# **U.S. Coast Guard**



## **Direct Access Mobilization System User Guide**

**Version 1.0  
March 13, 2017**

Prepared by  
U.S. Coast Guard  
2703 Martin Luther King Jr. Ave SE  
Washington, DC 20593

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# 1 INTRODUCTION

This document is a system user guide for the implementation of Direct Access Mobilization. Provided are detailed descriptions of the system's functions and capabilities, step-by-step procedures for utilizing the system, screenshots of the step-by-step procedures, and tables of field descriptions.

## 2 PORTAL NAVIGATION


Access to the various Mobilization components within Direct Access will differ based on the user's role(s) assignment. Below is a general screenshot of the Mobilization capabilities available to the user from Direct Access.



ID	Mobilization Portal Link Label	Description
1	Mobilization Request	Create a new request; Access an existing request
2	Member Search	Search for qualified candidates to fill requirements
3	Requirement Sourcing	Access member sourcing records; Initiate RSV orders for sourced members
4	Requirement Navigator	Search for requests and requirements by various search criteria
5	Sourcing History	View the assignment history for all requirements a member has been fully sourced or partially sourced to; View a history of resumes submitted by a member for mobilization requirements
6	My Mobilization Approvals	View submitted resume endorsement requests
7	Tasking Command	Add a new Tasking Command; Update an existing Tasking Command
8	ICS Command	Add a new ICS Command; Update an existing ICS Command
9	Operational Name	Add a new Operational Name; Update an existing Operational Name
10	Force Element Setup	Add a new Force Element; Update an existing Force Element
11	Add a Person	Add a non CG Member that will be sourced to a requirement

# Direct Access Mobilization System User Guide

To return to the home screen at any time, the user can click the [Home](#) link in the upper right-hand corner of the window.



**United States Coast Guard**  
U.S. Department of Homeland Security

ENVIRONMENT THREE

[Home](#) [Add to My Links](#) [Sign out](#)

[My Links](#)

My Page

Self Service

Requests

Content

Layout

**Announcements Updated 28 September 2016**

"Payslips" for the 30 September payday are available. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip. The official pay date is 30 September 2016. Members should not set up automated payments or assume funds will be available prior to published pay dates. See [When is Payday?](#) for more information. Payslips more than one year old to January 2015 can be accessed by [following this guide](#). Payslips/LESs issued prior to January 2015 are not available.

Please see this [FAQ entry](#) if you have any difficulty opening "PDF" files from within Direct Access.

- » [Subscribe to our eNewsletters](#)
- » [Known Issues, Defects, and Workarounds](#)
- » [Payroll Processing Schedule](#). (Note the approval exceptions for reserve drills and orders)
- » [Run the Monitor Absence Request Report to ID pending requests](#)
- » [How to view pending Absence Requests](#)
- » [How to Correct/Delete Approved Absence Requests \(SPOs\)](#)
- » [How to Lookup a unit's SPQ](#)

**More User Resources:**

- » [DA/Global Pay Knowledge Base \(CGPortal Link\)](#)
- » [DA/Global Pay Knowledge Base \(Internet Link\)](#)
- » [User Guides by User Role](#)
- » [PCS eResume / Member, Endorser, and Proxy User Guides](#)
- » [Self-Service Electronic Leave / Absence Request System](#)
- » [Do not input leave for PCS or separations using self-service](#)
- » [ALSPD Messages](#)
- » [Pay & Allowance Rates](#)
- » [PPC Customer Satisfaction Survey](#)

If you encounter problems, have questions, or need your assistance with Direct Access, contact PPC

**Employee**

**Profile**

Tasks

[PCS eResumes](#)

[My Airport Terminal Orders](#)

[Emergency Contacts](#)

[Home and Mailing Address](#)

[Phone Numbers](#)

[Allotments](#)

[Direct Deposit](#)

[Federal & State Tax Elections](#)

[All Duty Report](#)

11 More...

View

[My Profile](#)

[Member Training Rating](#)

[My Reserve Points Statement](#)

[My Reserve Drills](#)

[View My Payslips \(ADRSV\)](#)

[My Employee Reviews](#)

[Employee Review Summary](#)

[Off Comparison Scale Summary](#)

[SWE PDE](#)

6 More...

**Manager**

Tasks

[View](#)

**Travel Charge Card Program**

[Credit Card Data](#)

[Business Expenses](#)

**Self Service for Commands**

**Reports**

[Positions at a Department](#)

[Member All Duty Report](#)

[Member Info Report](#)

[PDE by Dept](#)

[SWE Profile Letter by Dept](#)

[SWE Profile Letter by Member](#)

[SWE PDE](#)

[Department Role Query - PPC](#)

[Department Role Query - Field](#)

Use

[Command Information](#)

**Reserve Administration**

[IDT Drills](#)

[Annual Screening Questionnaire](#)

[View Member Drills](#)

[MGIB Enrollments](#)

[RSV Order Discrepancies](#)

[Member Training Rating](#)

[Reserve Member Balances](#)

[Reserve Orders](#)

[R-CRSP Report](#)

### 3 WILDCARD SEARCH

Direct Access supports the use of three wildcard features when searching for data. The wildcards can be helpful in finding the exact information that user wants to process. The following are the supported standard wildcard features.

Character	Function
_ (underscore)	Match any single character.
\ (back slash)	Escape character – don't treat the next character as a wildcard.
% (percent sign)	Match one or more characters.

The “wildcard” search feature may be used when searching for a member. One commonly used wildcard is “\_”. This sign represents a single letter instead of a group of letters. To see all of the members whose last names contain the letters “C”, “H” and “N”, in that particular order, the “\_” wildcard would be used to represent a single letter between the characters in which it is placed.

The screenshot displays the search interface of the Direct Access Mobilization System. At the top, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria include:

- Empl ID:** begins with [ ]
- Profile Type:** begins with [ ]
- Name:** begins with [ ]
- Last Name:** begins with [ CH\_N ]
- Alternate Character Name:** begins with [ ]

Below the search criteria are three checkboxes: ☐ Include History, ☒ Correct History, and ☐ Case Sensitive. There are also buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

The "Search Results" section shows a message: "Only the first 300 results can be displayed." Below this is a table with the following columns: Empl ID, Profile Type, Name, Last Name, and Alternate Character Name. The table displays 10 results, showing a mix of "PERSON" and "RETIREE" profiles with last names like "CHANDLER", "CHANG", "CHANOWSKI", and "CHANNELL".

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	PERSON		CHANDLER	(blank)
	RETIREE		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	RETIREE		CHANDLER	(blank)
	RETIREE		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	PERSON		CHANG	(blank)
	RETIREE		CHANG	(blank)
	PERSON		CHANOWSKI	(blank)
	RETIREE		CHANOWSKI	(blank)
	RETIREE		CHANNELL	(blank)

Another wildcard that is commonly used is the “%” sign. This wildcard is used to represent multiple characters. For example, to search for members whose last names contain the letters “C”, “H” and “N”, in that particular order the “%” wildcard should be used.

Find an Existing ValueAdd a New Value

▼ Search Criteria

Empl ID:

begins with

Profile Type:

begins with

Name:

begins with

Last Name:

begins with

CH%N

Alternate Character Name:

begins with

☐ Include History
☒ Correct History
☐ Case Sensitive

Search

Clear

[Basic Search](#)

Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All

First

1-100 of 300

Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
RETIREE			CHANDLER	(blank)
PERSON			CHANDLER	(blank)
PERSON			CHANDLER	(blank)
RETIREE			CHANDLER	(blank)
PERSON			CHANDLER	(blank)
RETIREE			CHANDLER	(blank)
PERSON			CHADBOURNE	(blank)
RETIREE			CHADBOURNE	(blank)
PERSON			CHAMBERLAIN	(blank)

## 4 FUNCTIONALITY

The table below provides a list of icons and their functionality to assist with navigation throughout the different pages.

Field	Description/Instructions
*	This symbol represents a required field.
	Click on this icon to generate a list of values.
	Click on this icon to add a row.
	Click on this icon to remove a row.
	This icon will allow user to customize the grid.
	This icon will allow user to search the grid.
	This icon will show all of the search results on one page.
	This icon will display the grid in a separate window.
	This icon will allow user to download the grid to an Excel spreadsheet.
	This icon will navigate to the previous set of grid rows.
	This icon will navigate to the next set of grid rows.
	This icon will navigate to the first page of the grid rows.
	This icon will navigate to the last page of the grid rows.
	This icon performs spell check.
	This icon will navigate to the previous item in the list of the search results.
	This icon will navigate to the next item in the list of the search results.
	This icon will return to the search results page.
	This icon displays the current page in a modal window.
	The Home link will return the user to the Portal homepage.

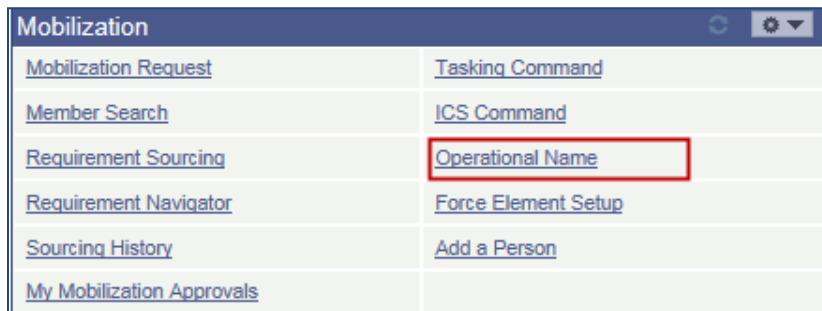
## 5 MOBILIZATION SETUP MAINTENANCE

Authorized users will have access to add and maintain Mobilization setup values. This section will guide you through the process of adding and modifying Tasking Command, ICS Command, Operational Name, and Force Element setup values.

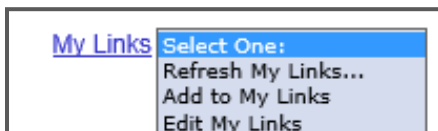
### 5.1 Operational Name

When an Operational Name needs to be added or modified in Direct Access, navigate to the following page:

**Portal Link:** Mobilization > Operational Name



**NOTE:** You can also save Operational Name as a favorite within Direct Access. To do this, navigate to the page, click the drop down field under My Links, and select “Add to My Links.”



#### 5.1.1 Add an Operational Name

1. To add an Operational Name, click the Add a New Value tab on the Operational Name page.

### Operational Name

[Find an Existing Value](#)
[Add a New Value](#)

Operational Name:

[Add](#)

2. Enter the Operational Name and click the Add button.




**Operational Name**

Find an Existing Value   Add a New Value

Operational Name:

**NOTE:** The Operational Name field is limited to (5) characters. Users can enter more detail for the Operational Name once on the setup page.


- Enter the data in each of the fields as indicated below.

Field	Description/Instructions
Effective Date	This is the date the Operational Name should be available for users to select when creating Mobilization Requests
Status	This is the status of the Operational Name: Active or Inactive.  Only <b>Active</b> values will be available for users to select when creating new requests
Operational Category	Operational Category associated with the Operational Name. Available values are <i>Exercises</i> , <i>Major Disasters</i> , <i>Named Contingency</i> , <i>Operational Support</i> , and <i>Planned Operations</i> .
Description	This is the short description of the Operational Name that is being setup
Long Description	This is the long description of the Operational name that is being setup

**Operational Name Setup**

Operational Name: HURJO

**Operational Name Details** Find | View All First 1 of 1 Last

Effective Date:  

Status:

Operational Category:

Description:

Long Description:

- Click the Save button at the bottom of the page to commit the changes.

**NOTE:** Creating a new Operational Name does not create a new RSV order Contingency ID.

### 5.1.2 Modify an Operational Name

1. To modify an Operational Name, click the [Operational Name](#) link in the Mobilization pagelet.

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the Search record to pull up the Operational Name using the available fields.

**Operational Name**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Operational Name:

Operational Category:

Description:


Description:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. Click the Search button and select the Operational Name to be modified.

Search Results			
View All		First 1-18 of 18 Last	
Operational Name	Operational Category	Description	Description
<a href="#">AROIL</a>	<a href="#">MaiDisast</a>	<a href="#">ARGO OIL SPILL</a>	<a href="#">G16001 - ARGO OIL SPILL</a>
<a href="#">DEEPW</a>	<a href="#">MaiDisast</a>	<a href="#">MODU DEEP WATER HORIZON</a>	<a href="#">33272 - MODU DEEP WATER HORIZON</a>
<a href="#">EBOLA</a>	<a href="#">MaiDisast</a>	<a href="#">DHS RFA - EBOLA</a>	<a href="#">79852 - DHS RFA - EBOLA</a>
<a href="#">HERCU</a>	<a href="#">MaiDisast</a>	<a href="#">HERCULES 265</a>	<a href="#">33273 - HERCULES 265</a>
<a href="#">HURAR</a>	<a href="#">MaiDisast</a>	<a href="#">HURRICANE ARTHUR</a>	<a href="#">79862 - HURRICANE ARTHUR</a>

4. Click the  sign in the top right corner of the Operational Name Details box to insert a new effective dated row.

**Operational Name Setup**

Operational Name: EBOLA

**Operational Name Details** Find | View All First 1 of 1 Last

Effective Date: 01/01/1901

Status: Active

Operational Category: Major Disasters

Description: DHS RFA - EBOLA

Long Description: 79852 - DHS RFA - EBOLA

**NOTE:** A new Operational Name row is created with the current date populated in the Effective Date field. Also, the record will say “1 of x” in the upper right corner of the record. Any fields that were populated on the previous Operational Name row will be brought forward and populated on the new row.

**Operational Name Setup**

Operational Name: EBOLA

**Operational Name Details** Find | View All First 1 of 2 Last

Effective Date: 03/14/2017

Status: Active

Operational Category: Major Disasters

Description: DHS RFA - EBOLA

Long Description: 79852 - DHS RFA - EBOLA

5. Modify the fields, as needed, as indicated in section [“5.1.1 Add an Operational Name”](#).

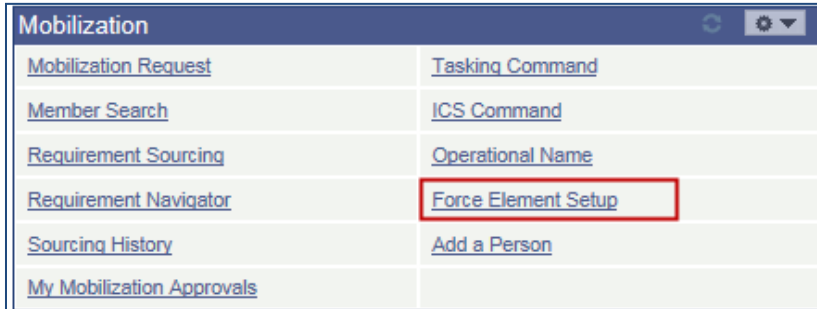
**NOTE:** The Effective Date for the new Operational Name row cannot be prior to the date for the existing row.

6. Click the Save button at the bottom of the page to commit the changes.

## 5.2 Force Element

When a Force Element needs to be added or modified in Direct Access, navigate to the following page:

**Portal Link:** Mobilization > Force Element Setup




### 5.2.1 Add a Force Element

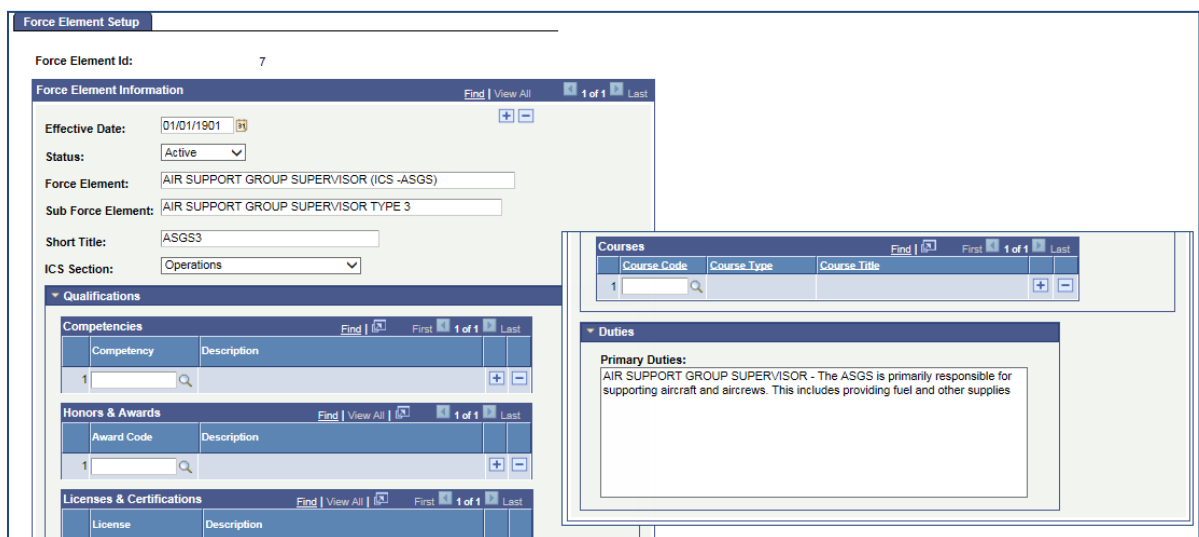
1. To add a Force Element, click the Add a New Value tab and click the Add button on the Force Element page.

A screenshot of the "Force Element" form. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is highlighted with a red rectangular box. Below the tabs is a text input field labeled "Element Id:" with the value "0". At the bottom left of the form, there is a yellow "Add" button, which is also highlighted with a red rectangular box.

**NOTE:** The Element Id will be generated once the Force Element record is saved.

2. Enter the data in each of the fields as indicated below.

Field	Description/Instructions
Effective Date	This is the date the Force Element should be available for users to select when creating Mobilization Requirements
Status	This is the status of the Force Element: Active or Inactive.  Only <b>Active</b> values will be available for users to select when creating new requirements
Force Element	Enter the Force Element value
Sub Force Element	Enter the Sub Force Element value. The Sub Force Element will auto-populate the requirement Title when a force element is selected
Short Title	Enter the Force Element Short Title
ICS Section	Enter the ICS Section associated with the force element. The ICS Section will auto-populate in the requirement when created
Qualifications	Enter the Qualifications ( <i>Competencies, Awards, Licenses &amp; Certifications, Languages, OSC Codes, Degrees, and Courses</i> ) associated with the force element. These qualifications will auto-populate in the requirement when created
Primary Duties	Enter the Primary Duties associated with the force element. These duties will auto-populate in the requirement when created



- Click the Save button at the bottom of the page to commit the changes.

## 5.2.2 Modify a Force Element

- To modify a Force Element, click the [Force Element Setup](#) link in the Mobilization pagelet.

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

- Use the Search record to pull up the Force Element using the available fields.

### Force Element

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

**▼ Search Criteria**


Element Id:     
 Force Element:     
 Sub Force Element:     
 Short Title:

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

- Click the Search button and select the link for the Force Element to be modified.

Search Results			
Only the first 300 results can be displayed.			
<a href="#">View All</a>		First <input type="text"/> 1-100 of 300 <input type="button" value="▶"/> Last	
Element Id	Force Element	Sub Force Element	Short Title
1	<a href="#">ADMIN UNIT LEADER (ICS-ADMN1)</a>	<a href="#">ADMIN UNIT LEADER TYPE 1</a>	<a href="#">ADMIN1</a>
2	<a href="#">ADMIN UNIT LEADER (ICS-ADMN1)</a>	<a href="#">ADMIN UNIT LEADER TYPE 3</a>	<a href="#">ADMIN3</a>
3	<a href="#">ADMINISTRATION UNIT</a>	<a href="#">ADMINISTRATION UNIT</a>	<a href="#">ADMIN</a>
4	<a href="#">ADMIRALS AIDE</a>	<a href="#">ADMIRAL AID</a>	<a href="#">ADM AIDE</a>
5	<a href="#">AIR OPERATIONS BRANCH DIRECTOR (ICS - AOB D)</a>	<a href="#">AIR OPERATIONS BRANCH DIRECTOR TYPE 3</a>	<a href="#">AOBD3</a>
6	<a href="#">AIR OPS BOSS</a>	<a href="#">AIR OPS BOSS</a>	<a href="#">AIR OPS</a>
7	<a href="#">AIR SUPPORT GROUP SUPERVISOR (ICS - ASGS)</a>	<a href="#">AIR SUPPORT GROUP SUPERVISOR TYPE 3</a>	<a href="#">ASGS3</a>
8	<a href="#">AIR TACTICAL GROUP SUPERVISOR (ICS - ATGS)</a>	<a href="#">AIR TACTICAL GROUP SUPERVISOR TYPE 3</a>	<a href="#">ATGS3</a>

- Click the  sign in the top right corner of the Force Element Information box to insert a new effective date row.

**Force Element Setup**

Force Element Id: 5

**Force Element Information** Find | View All 1 of 1 Last

Effective Date: 01/01/1901 [31] + -

Status: Active

Force Element: AIR OPERATIONS BRANCH DIRECTOR (ICS - AOBD)

Sub Force Element: AIR OPERATIONS BRANCH DIRECTOR TYPE 3

Short Title: AOBD3

ICS Section: Operations

**NOTE:** A new Force Element row is created with the current date populated in the Effective Date field. Also, the record will say “1 of x” in the upper right corner of the record. Any fields that were populated on the previous Force Element row will be brought forward and populated on the new row.

**Force Element Setup**

Force Element Id: 5

**Force Element Information** Find | View All 1 of 2 Last

Effective Date: 03/14/2017 [31] + -

Status: Active

Force Element: AIR OPERATIONS BRANCH DIRECTOR (ICS - AOBD)

Sub Force Element: AIR OPERATIONS BRANCH DIRECTOR TYPE 3

Short Title: AOBD3

ICS Section: Operations

5. Modify the fields as needed, as indicated in section “[5.2.1 Add a Force Element](#)”.

**NOTE:** The Effective Date for the new Force Element row cannot be prior to the date of the new row.

6. Click the Save button at the bottom of the page to commit the changes.

### 5.3 Tasking Command

When a Tasking Command needs to be added or modified in Direct Access, navigate to the following page:

**Portal Link:** Mobilization > Tasking Command

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

### 5.3.1 Add a Tasking Command

1. To add a Tasking Command, click the Add a New Value tab on the Tasking Command page.

#### Tasking Command

[Find an Existing Value](#)
[Add a New Value](#)

Tasking Command:

[Add](#)

2. Enter the Tasking Command and click the Add button.

#### Tasking Command


[Find an Existing Value](#)
[Add a New Value](#)

Tasking Command:

[Add](#)

**NOTE:** The Tasking Command field is limited to (5) characters. Users can enter more details for the Tasking Command once on the setup page.

3. Enter the data fields as indicated below.




Field	Description/Instructions
Effective Date	This is the date the Tasking Command should be available to users to select when creating Mobilization Requirements
Status	This is the status of Tasking Command: Active or Inactive  Only <b>Active</b> values will be available for users to select when creating new requirements
Description	This is the short description of the Tasking Command that is being setup
Long Description	This is the long description of the Tasking Command that is being setup




**Tasking Command**

Tasking Command: 4ITSC

**Tasking Command Details** Find | View All First 1 of 1 Last

Effective Date: 01/01/1901   

Status: Active 



Description: CG-C4ITSC

Long Description: CG C4IT SERVICE CENTER

- Click the Save button at the bottom of the page to commit the changes.

### 5.3.2 Modify a Tasking Command

- To modify a Tasking Command, click the [Tasking Command](#) link in the Mobilization pagelet.

**Mobilization**  

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	


- Use the Search record to pull up the Tasking Command using the available fields.


**Tasking Command**


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**▼ Search Criteria**

Tasking Command: begins with 


Description: begins with 

Description: begins with 

☐ Include History ☐ Case Sensitive

- Click the Search button and select the link for the Tasking Command to be modified.

Search Results		
View All		First 1 1-28 of 28 Last
Tasking Command	Description	Description
<a href="#">4ITSC</a>	<a href="#">CG-4ITSC</a>	<a href="#">CG C4IT SERVICE CENTER</a>
<a href="#">ALC</a>	<a href="#">CG-ALC</a>	<a href="#">CG AVIATION LOGISTICS CENTER</a>
<a href="#">APO</a>	<a href="#">CG-APO</a>	<a href="#">CG ASSET PROJECT OFFICE</a>
<a href="#">COMDT</a>	<a href="#">COMDT</a>	<a href="#">CG COMMANDANT</a>
<a href="#">CSC</a>	<a href="#">CG-CSC</a>	<a href="#">CG COMMUNITY SERVICES COMMAND</a>

4. Click the  sign in the top right corner of the Tasking Command.

Tasking Command


Tasking Command: APO


Tasking Command Details

Find | View All First 1 of 1 Last

Effective Date:


01/01/1901





Status:

Active



Description:

CG-APO

Long Description:

CG ASSET PROJECT OFFICE

**NOTE:** A new Tasking Command row is created with the current date populated in the Effective Date field. Also, the record will say “1 of x” in the upper right corner of the record. Any fields that were populated on the previous Tasking Command row will be brought forward and populated on the new row.

Tasking Command


Tasking Command: APO


Tasking Command Details


Find | View All First 1 of 2 Last

Effective Date:

03/14/2017








Status:

Active



Description:

CG-APO

Long Description:

CG ASSET PROJECT OFFICE

5. Modify the fields as needed, as indicated in section “[5.3.1 Add a Tasking Command](#)”.

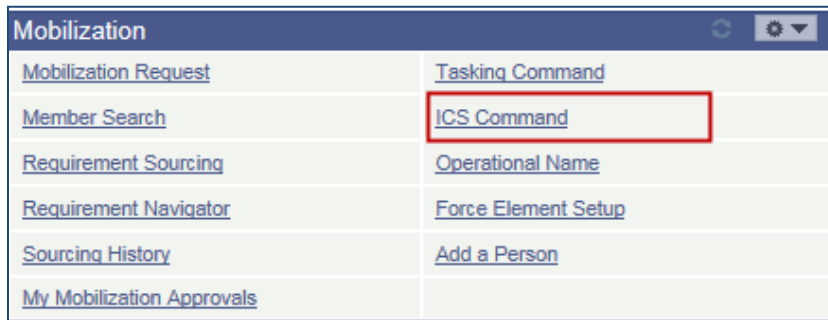
**NOTE:** The Effective Date for the new Tasking Command cannot be prior to the date for the existing row.

- Click the Save button at the bottom of the page to commit the changes.

## 5.4 ICS Command

When an ICS Command needs to be added or modified in Direct Access, navigate to the following page:

**Portal Link:** Mobilization > ICS Command



### 5.4.1 Add an ICS Command

- To add an ICS Command, click the Add a New Value tab on the ICS Command page.


 A screenshot of the "ICS Command" page. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red rectangular box. Below the tabs is a text input field labeled "ICS Command:". At the bottom left, there is a yellow button labeled "Add".

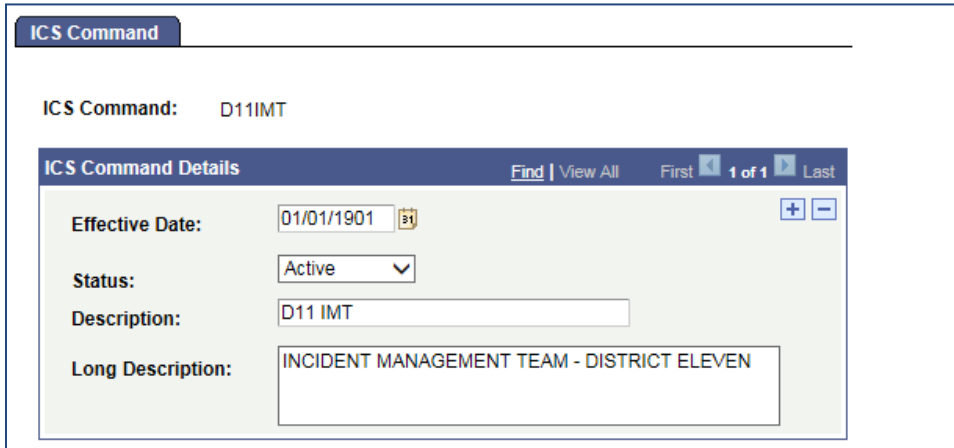
- Enter the ICS Command and click the Add button.

 A screenshot of the "ICS Command" page. The "Add a New Value" tab is selected. The text input field labeled "ICS Command:" now contains the text "D11IMT". The yellow "Add" button at the bottom left is highlighted with a red rectangular box.

**NOTE:** The ICS Command field is limited to (5) characters. Users can enter more detail for the ICS Command once on the setup page.

- Enter the data in each of the fields as indicated below.

Field	Description/Instructions
Effective Date	This is the date the ICS Command should be available to users to select when creating Mobilization Requirements
Status	This is the status of ICS Command: Active or Inactive  Only <b>Active</b> values will be available for users to select when creating new requirements
Description	This is the short description of the ICS Command that is being setup
Long Description	This is the long description of the ICS Command that is being setup



ICS Command: D11IMT

ICS Command Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1901

Status: Active

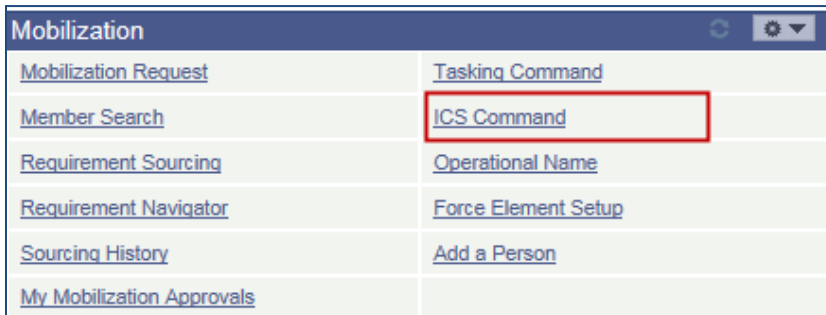
Description: D11 IMT

Long Description: INCIDENT MANAGEMENT TEAM - DISTRICT ELEVEN

- Click the Save button at the bottom of the page to commit the changes.

## 5.4.2 Modify an ICS Command

- To modify an ICS Command, click the [ICS Command](#) link in the Mobilization pagelet.



Mobilization

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

- Use the Search record to pull up the ICS Command using the available fields.

**ICS Command**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**▼ Search Criteria**

ICS Command:

Description:

Description:

☐ Include History ☐ Correct History ☐ Case Sensitive


[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Click the Search button and select the ICS Command to be modified.

**Search Results**

View All First 1 1-48 of 48 Last




ICS Command	Description	Description
<a href="#">CYBIMT</a>	<a href="#">CYBER SHIELD IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - CYBER SHIELD</a>
<a href="#">D11IMT</a>	<a href="#">D11 IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - DISTRICT ELEVEN</a>
<a href="#">D13IMT</a>	<a href="#">D13 IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - DISTRICT THIRTEEN</a>
<a href="#">D14IMT</a>	<a href="#">D14 IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - DISTRICT FOURTEEN</a>
<a href="#">D17IMT</a>	<a href="#">D17 IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - DISTRICT SEVENTEEN</a>
<a href="#">D1IMT</a>	<a href="#">D1 IMT</a>	<a href="#">INCIDENT MANAGEMENT TEAM - DISTRICT ONE</a>

- Click the  sign in the top right corner of the ICS Command.

**ICS Command**

ICS Command: D13IMT

**ICS Command Details** Find | View All First 1 of 1 Last

Effective Date:    

Status:

Description:

Long Description:

**NOTE:** A new ICS Command row is created with the current date populated in the Effective Date field. Also, the record will say “1 of x” in the upper right corner of the record. Any fields that were populated on the previous ICS Command row will be brought forward and populated on the new row.

**ICS Command**

ICS Command: D13IMT

**ICS Command Details** Find | View All First 1 of 2 Last

**Effective Date:** 03/14/2017

**Status:** Active

**Description:** D13 IMT

**Long Description:** INCIDENT MANAGEMENT TEAM - DISTRICT THIRTEEN

- Modify the fields as needed, as indicated in section “[5.4.1 Add an ICS Command](#)”.

**NOTE:** The Effective Date for the new ICS Command cannot be prior to the date for the existing row.

- Click the Save button at the bottom of the page to commit the changes.

## 6 MOBILIZATION REQUESTS

This section provides instructions for viewing and adding a new Mobilization Request. When request information is received and ready to be entered into Direct Access, navigate to the following page:

**Portal Link:** Mobilization > Mobilization Request

**Mobilization**

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

### 6.1 Viewing Request Information

- Follow the steps in section “[6 Mobilization Requests](#)” to navigate to the Mobilization Request page.
- Use the Search record to pull up the Request using the available fields.

**Mobilization Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Request Nbr: =

Request Type: =

Request Title: begins with

Date Created: =  31

Search Clear Basic Search Save Search Criteria

- Click the Search button and select the request to view the data fields.

**Mobilization Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Request Nbr: =

Request Type: =

Request Title: begins with

Date Created: =  31

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-4 of 4 Last

Request Nbr	Request Type	Request Title	Date Created
<a href="#">10000004</a>	IA	YELLOW OPS 1	03/14/2017
<a href="#">10000005</a>	IA	YELLOW OPS SUPPORT 1	03/14/2017
<a href="#">10000006</a>	IA	YELLOW OPS SUPPORT 2	03/14/2017
<a href="#">10000007</a>	IA	YELLOW OPS TEAM LEAD	03/14/2017

### 6.1.1 Request Data

The Request Data page is used to enter and manage data regarding IA and PRL requests.

## Direct Access Mobilization System User Guide

Request Data		Manage Requirements		Audit	
Request Nbr: 10000006		Date Created: 03/14/2017		Request Type: Individual Augmentation	
*Request Title: YELLOW OPS SUPPORT 2		Set ID: 00010		<a href="#">Clone</a>	
*Requesting Dept: 007037 MSST HONOLULU (91107)		Requesting OPFAC: 34268			
*Destination Dept: 007037 MSST HONOLULU (91107)		Destination OPFAC: 34268			
*Grouping Category: CS CONTINGENCY SUPPORT		*Operational Name: YELOP YELLOW OPS SUPPORT			
Mission Assignment Nbr:		Requested By:			
Phone:		Email:			
Comments:					
<div></div>					



Field	Description/Instructions
Request Nbr	Display only request number auto-generated when the request is created
Date Created	Display only date the request is created
Request Type	Display only request Type of <b>Individual Augmentation OR Pre defined Requirement List</b> . Value is selected when a new request is created
*Request Title	Title of the request. Field can be used to capture Event Name – Unit Short Title – ICS 213 RR form number. This field has a (50) character limit
Clone	Used to clone requests and associated requirements
Set ID	Required to select the appropriate CG requesting and destination departments. For CG departments use 00010
*Requesting Dept	Department ID of the requesting department
Requesting OPFAC	Display only OPFAC associated with the requesting department
*Destination Dept	Department ID of the destination department
Destination OPFAC	Display only OPFAC associated with the destination department
Grouping Category	Grouping Category associated with the request. This is the list of Duty Purpose values from Reserve Orders
*Operational Name	Operational Name associated with the incident or disaster the request will support
Mission Assignment Number	Mission Assignment Number associated with the request. This field has a (30) character limit
Requested By	Emplid of the request POC
Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed
Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed
Comments	Remarks/comments specific to the request

## 6.1.2 Manage Requirements

The Manage Requirements page allows the user to take various actions on requirements that are associated with a request.

Request Data: **Manage Requirements** Audit

Request Nbr: 1000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFE](#)

**Requirement Information** [Personalize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

Request Data **Manage Requirements** Audit


Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Empl ID	Sourced Member	Created By	Originator Name	Approver
<input type="checkbox"/>	10001	PST CACO	Draft					
<input type="checkbox"/>	10002	PST CACO	Draft					
<input type="checkbox"/>	10003	PST CACO	Draft					
<input type="checkbox"/>	10004	PST CACO	Draft					

Select All Deselect All Approve Group Action:  Go

Field	Description/Instructions
Request Nbr	Display only request number auto-generated when the request is created
Date Created	Display only date the request is created
Request Type	Display only request Type of <b>Individual Augmentation</b> OR <b>Pre defined Requirement List</b> . Value is selected when a new request is created
Request Title	Display only field defaulted from the title entered on the Request Data page
Requirement Status	Used to filter/display grid results by requirement status. Available values include: <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement, but not sourced <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Populate	Used to populate the Requirement Information grid according to the requirement status selected. Also used to refresh the grid
Create New Requirement	Clicking the link takes the user to the Requirement Details component to create a new requirement. The saved requirement will display in the Requirement Information grid in a Draft status until approved
Add Existing Requirement	Clicking the link takes the user to the Add Requirements page which allows the user to add existing requirements to the request they are working with. The new requirements will display in the Requirement Information grid in a Draft status until approved
Clone Requirement	Allows the user to clone selected requirements. The new requirements will display in the Requirement Information grid in a Draft status until approved
Mass Update	Clicking the link takes the user to the Mass Update page to update the requirements selected in the Requirement Information grid
Delete Requirement	Used to delete requirements from the request.  <b>Only Mobilization Admin users can delete requirements. Requirements with member listed in the candidate pool cannot be deleted</b>

Generate RFF	Users can select one or many requirements to generate a RFF message in a new window
Select All	Used to check all of the Select boxes in the Requirement Information grid
Deselect All	Used to uncheck all of the Select boxes in the Requirement Information grid
Group Action	Allows the user to mass approve or mass cancel requirements
Go	Takes the user to the page to enter required comments to cancel the selected requirement(s)
<b>Requirement Information Grid – Requirement Details</b>	
Select	Checkbox used to select requirements for cloning, RFF generation, mass update, mass approval/cancellation, and deletion
Requirement Number	Requirement number. Clicking the link will take the user to the Requirement Details page
Requirement Title	Display only requirement title
Requirement Status	Requirement Status: <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement, but not sourced <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Mission Classification	Mission Classification of the requirement. Available values are: Critical or Volunteer
Team Title	Team Title associated with the requirement
Begin Date	Begin Date of the requirement
End Date	End Date of the requirement
Rate	Rate required for the requirement
Tasking Command	Tasking Command associated with the requirement
RFF	Used to indicate if a RFF has been generated for the requirement. Box will be checked if a RFF has already been generated
Order Template	Used to indicate if an Orders-Ready message has been generated for the requirement. Box will be checked if an Orders-Ready message has already been generated
<b>Requirement Information Grid – Sourcing &amp; Approval Info</b>	
Empl ID	Emplid of the member that has been sourced to the requirement
Sourced Member	Name of the member that has been sourced to the requirement
Created By	Emplid of the member that created the requirement
Originator Name	Name of the member that created the requirement
Approver	Name of the member that approved the requirement

### 6.1.3 Request Audit

The Request Audit page shows an audit record of changes to the Request Data page and requirement approvals and cancellations for all requirements attached to the request.

## Direct Access Mobilization System User Guide

Request Data

Manage Requirements

Audit

Request Nbr:

10000006

Date Created:

03/14/2017

Request Type:

Individual Augmentation

Request Title:

YELLOW OPS SUPPORT 2

Approval History

Personalize

Find

1-4

First

1 of 4

Last

	Requestor ID	Name	Requirement Nbr	Requirement Title	Approver ID	Name	Datetime Modified	Approval Status	Comments
1			10001	PST CACO			03/14/2017 10:17:52AM	Approved	
2			10002	PST CACO			03/14/2017 10:17:52AM	Approved	
3			10003	PST CACO			03/14/2017 10:17:52AM	Approved	
4			10004	PST CACO			03/14/2017 10:17:52AM	Approved	

Field	Description/Instructions
Request Nbr	Display only request number auto-generated when the request is created
Date Created	Display only date the request is created
Request Type	Display only request Type of <b>Individual Augmentation OR Pre defined Requirement List</b> . Value is selected when a new request is created
Request Title	Display only field defaulted from the title entered on the Request Data page
Requestor ID	Emplid of the user that approved or cancelled the requirement
Name	Name of the user that approved or cancelled the requirement
Requirement Nbr	Requirement number
Requirement Title	Requirement title
Approver ID	Emplid of the user that approved requirement
Name	Name of the user that approved requirement
Date/Time Modified	Date and time the requirement approval was modified
Approval Status	Requirement Approval Status of Approved or Cancelled
Comments	Comments entered when the requirement was approved or cancelled

Request Data

Manage Requirements

Audit

Request Nbr:

10000006

Date Created:

03/14/2017

Request Type:

Individual Augmentation

Request Title:

YELLOW OPS SUPPORT 2

Approval History

Personalize | Find | 1 of 4 | Last

	Requestor ID	Name	Requirement Nbr	Requirement Title	Approver ID	Name	Datetime Modified	Approval Status	Comments
1.			10001	PST CACO			03/14/2017 10:17:52AM	Approved	
2.			10002	PST CACO			03/14/2017 10:17:52AM	Approved	
3.			10003	PST CACO			03/14/2017 10:17:52AM	Approved	
4.			10004	PST CACO			03/14/2017 10:17:52AM	Approved	

Request History

Personalize | Find | 1 of 1 | Last

Summary

Request Data

1 of 1 | Last

User ID	Name	Datetime Modified	Action	Audit Record Name
1		03/14/2017 9:24:13AM	Add	CG_MOB_REQUEST

Request History

Personalize | Find | 1 of 1 | Last

Summary

Request Data

1 of 1 | Last

Add

Request Title	Grouping Category	Requesting DeptId	Destination DeptId	Operational Name	Requested By
1 YELLOW OPS SUPPORT 2	CS	007037	007037	YELLOW OPS SUPPORT	1108492

Field	Description/Instructions
*Request Nbr	Display only request number auto-generated when the request is created
Date Created	Display only date the request is created
Request Type	Display only request Type of <b>Individual Augmentation OR Pre defined Requirement List</b> . Value is selected when a new request is created
*Request Title	Display only field defaulted from the title entered on the Request Data page
<b>Request History – Summary</b>	

User ID	Emplid of the user who created or modified the request
Name	Name of the user who created or modified the request
Datetime Modified	Date and time the request was modified
Action	Action that was taken on the request
Audit Record Name	Name of the table that was updated when the request was updated
<b>Request History – Request Data</b>	
Request Title	Title of the request
Grouping Category	Grouping Category associated with the request
Requesting Deptid	Department ID of the requesting department
Destination Deptid	Department ID of the destination department
Operational Name	Operational Name associated with the incident or disaster the request will support
Requested By	Emplid of the Requested By POC

## 6.2 Create a New Request

Follow the steps below to add a new Mobilization Request.

1. Click the [Mobilization Request](#) link in the Mobilization portal pagelet.

The screenshot shows a 'Mobilization' portal pagelet with a list of links. The 'Mobilization Request' link is highlighted with a red rectangular box. Other links include 'Tasking Command', 'Member Search', 'ICS Command', 'Requirement Sourcing', 'Operational Name', 'Requirement Navigator', 'Force Element Setup', 'Sourcing History', 'Add a Person', and 'My Mobilization Approvals'.

2. Click the Add a New Value tab.

The screenshot shows the 'Mobilization Request' form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs is a 'Search Criteria' section with several dropdown menus and text input fields for 'Request Nbr:', 'Request Type:', 'Request Title:', and 'Date Created:'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Select the Request Type of Individual Augmentation or Pre Defined Requirement List.

4. Click the Add button.

### Mobilization Request

Find an Existing Value
Add a New Value

Request Nbr: 
Request Type: Pre defined Requirement List

Add

**NOTE:** The Request Number will be generated once the request record is saved.

5. Enter the Request data as indicated below.

Request Data
Manage Requirements
Audit

Request Nbr:      Date Created:      Request Type: Pre defined Requirement List

\*Request Title: 
Set ID:

\*Requesting Dept:   SECTOR JUNEAU      Requesting OPFAC: 37360

\*Destination Dept:   SECTOR JUNEAU      Destination OPFAC: 37360

\*Grouping Category:   CONTINGENCY SUPPORT      \*Operational Name:   YELLOW OPS SUPPORT

Mission Assignment Nbr:       Requested By:


Phone:       Email:

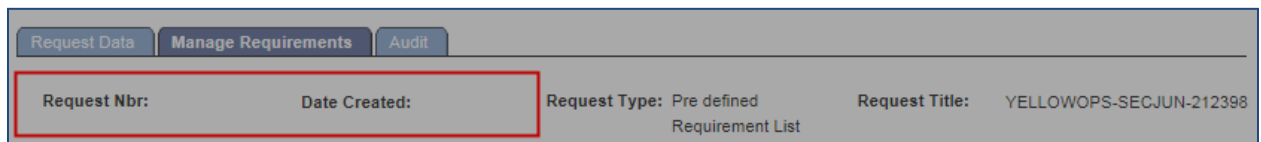
Comments:

Field	Description/Instructions
Request Nbr	Display only request number auto-generated when the request is created
Date Created	Display only date the request is created
Request Type	Display only request Type of <b>Individual Augmentation</b> OR <b>Pre defined Requirement List</b> . Value is selected when a new request is created
*Request Title	Title of the request. Field can be used to capture Event Name – Unit Short Title – ICS 213 RR form number. This field has a (50) character limit
Clone	Used to clone requests and associated requirements
Set ID	Required to select the appropriate CG requesting and destination departments. <b>NOTE:</b> For CG departments use 00010

*Requesting Dept	Department ID of the requesting department
Requesting OPFAC	Display only OPFAC associated with the requesting department
*Destination Dept	Department ID of the destination department
Destination OPFAC	Display only OPFAC associated with the destination department
Grouping Category	Grouping Category associated with the request. This is the list of Duty Purpose values from Reserve Orders
*Operational Name	Operational Name associated with the incident or disaster the request will support
Mission Assignment Number	Mission Assignment Number associated with the request. This field has a (30) character limit
Requested By	Emplid of the request POC
Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed
Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed
Comments	Enter remarks/comments specific to the request

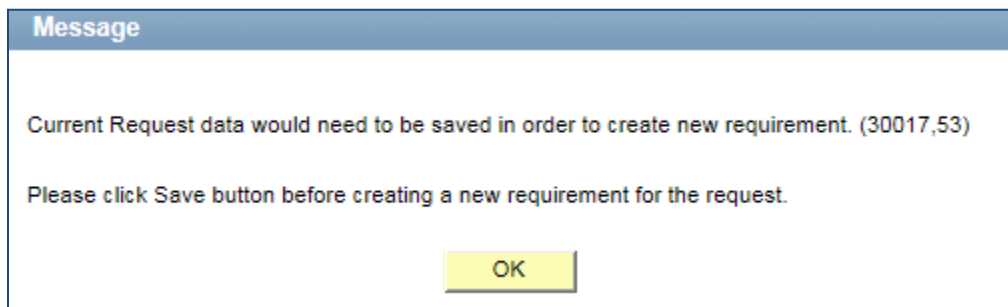
6. Save the page once complete.

 Users should be sure to save all new requests prior to adding new requirements. A blank Request Nbr and Date Created is an indicator that the new request has not been saved.



The screenshot shows a web form with three tabs: "Request Data", "Manage Requirements", and "Audit". The "Request Data" tab is active. Below the tabs, there are four fields: "Request Nbr:", "Date Created:", "Request Type: Pre defined Requirement List", and "Request Title: YELLOWOPS-SECJUN-212398". The "Request Nbr:" and "Date Created:" fields are highlighted with a red border, indicating they are required or empty.

Users will receive the following message if attempting to create a new requirement prior to saving the request.



The screenshot shows a message box with a blue header bar labeled "Message". The text inside the box reads: "Current Request data would need to be saved in order to create new requirement. (30017,53)" and "Please click Save button before creating a new requirement for the request." Below the text is a yellow "OK" button.

If the above message is received, click OK and save the page.

Once the request is saved, requirements can be added. Proceed to section [“6.3 Add New Requirement to Request”](#) to add new requirements to the new request.

## 6.3 Add New Requirement to Request

1. Follow the steps in section [“6.1 Viewing Request Information”](#) to find an existing request.

- Once on the Request Data page, click the Manage Requirements tab.

Request Data **Manage Requirements** Audit

Request Nbr: 10000008 Date Created: 03/14/2017 Request Type: Pre defined Requirement List

\*Request Title: YELLOWOPS-SECJUN-212398 Set ID: 00010 [Clone](#)

\*Requesting Dept: 008324 [SEARCH](#) SECTOR JUNEAU Requesting OPFAC: 37360

\*Destination Dept: 008324 [SEARCH](#) SECTOR JUNEAU Destination OPFAC: 37360

\*Grouping Category: CS [SEARCH](#) CONTINGENCY SUPPORT \*Operational Name: YELOP [SEARCH](#) YELLOW OPS SUPPORT

Mission Assignment Nbr:  Requested By:  [SEARCH](#)

Phone:  Email:

Comments:

- Click the [Create New Requirement](#) link.

Request Data **Manage Requirements** Audit

Request Nbr: 10000008 Date Created: 03/14/2017 Request Type: Pre defined Request Title: YELLOWOPS-SECJUN-212398

Requirement List

Requirement Status:  [Populate](#) **Create New Requirement** [Add Existing Requirement](#) [Clone Requirement](#)

[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information Personalize | Find | View All | 0.0 | First 1 of 1 Last

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	0								<input type="checkbox"/>	<input type="checkbox"/>





[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)



- Complete the Requirement Details fields as indicated below.



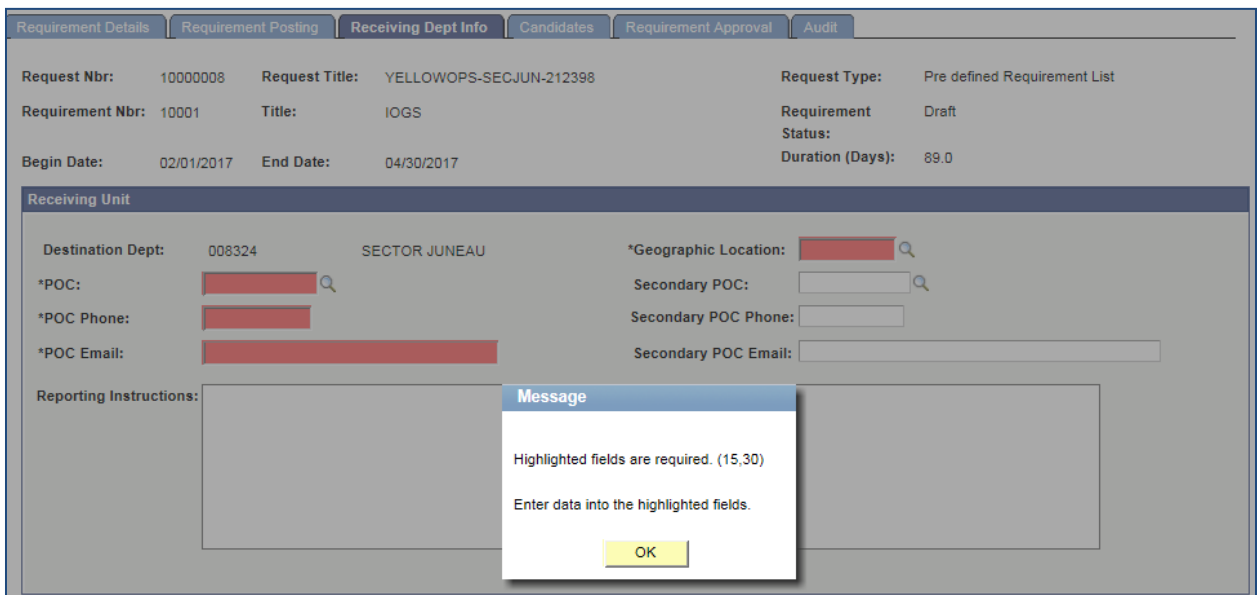
Requirement Details		Requirement Posting	Receiving Dept Info	Candidates	Requirement Approval	Audit												
<b>Requirement Information</b>																		
Request Nbr:	10000008	Request Title:	YELLOWOPS-SECJUN-212398		Request Type:	Pre defined Requirement List												
Requirement Nbr:	10001	Requirement Status:	Open															
Force Element:	153	INVESTIGATIVE OPERATIONS GROUP SUPERVISOR (IOGS)		*Operational Category:	Major Disasters													
*Title:	IOGS		*Mission Classification:		Critical													
Team Title:	TEAM MIAMI		Available for Volunteers:		<input checked="" type="checkbox"/>													
*Begin Date:	02/01/2017	*End Date:	04/30/2017	Duration (Days):	89.0													
<b>Clone Requirement</b>																		
<b>Command Information</b>																		
Grouping Category:	CS CONTINGENCY SUPPORT		*Tasking Command:	PSC-PSD-SSB														
*ICS Command:	Not Applicable		*ICS Section:	Intel/Invest														
<b>Member Information</b>																		
Reg Region:	AD	Business Unit:	Enlisted CG	Security Clearance:	SECRET													
Rating:	BM	Boatswain's Mate																
<b>Grades</b> Find   View All    First 1-3 of 3																		
<table border="1"> <thead> <tr> <th>Grades</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E2 </td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>E3 </td> <td></td> <td></td> </tr> </tbody> </table>							Grades				1	E2			2	E3		
Grades																		
1	E2																	
2	E3																	

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Requirement Status	Display only Requirement Status auto updated when different actions are taken on the requirement <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement, but not sourced <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Force Element	Use the  to select a Force Element value, if applicable. Selecting the  will bring up a table of all of the available Force Element values. Column 1 'Element Id' is the <b>Force Element ID</b> Column 2 'Description' is the <b>Force Element</b> Column 3 'Description' is the <b>Sub Force Element</b> Column 4 'Description' is the <b>Short Title</b>

	 <p>Once a Force Element is selected, the Title (Short Title), ICS Section, Qualifications, and Primary Duties associated with that Force Element will auto-populate.</p>
*Operational Category	Select the Operational Category. Available values include: <b>Exercises, Major Disasters, Named Contingency, Operational Support,</b> and <b>Planned Operations.</b>  Users are required to select a Force Element if Operational Category <b>Major Disasters</b> is selected
*Title	Enter the Requirement Title. If a Force Element is selected, the Short Title will auto-populate here
*Mission Classification	Select the Mission Classification of the requirement. Available values are: <b>Critical</b> or <b>Volunteer</b>
Team Title	Enter the Team Title
Available for Volunteers	 Users will be required to check this box to make the approved requirement available for members to apply via self-service. <b>Only requirements with a status of Open and Available for Volunteers checked will be available for members via self-service. Requirements will remain posted to self-service as long as this box is checked and requirement status is Open</b>
*Begin Date	Begin Date of the requirement
*End Date	End Date of the requirement
Duration of Days	Display only duration in days from requirement begin date to end date
	Click the Mobilization Notepad to enter comments related to the requirement. Once in the log click <b>Add a New Note</b> . Once the notes have been entered click <b>Save</b> . To cancel adding notes, click <b>Return to Note Selection Page</b> and close the tab
Clone Requirement	Button used to clone the requirement
Grouping Category	Display only Grouping Category as selected on the Request Data page
*Tasking Command	Select the Tasking Command from the drop-down
*ICS Command	Select the ICS Command from the drop-down
*ICS Section	Select the ICS Section from the drop-down
Reg Region	Select the Regulatory Region required for the requirement. Leave blank for any Reg Region. Available values include: <b>AD</b> for Active Duty members <b>NOMIL</b> for Civilian members <b>RSV</b> for Reservists
Business Unit	Select the Business Unit required for the requirement. Leave blank for any Business Unit. Available values include: <b>CIVCG</b> for Coast Guard Civilians <b>ENLCG</b> for Coast Guard Enlisted members <b>OFFCG</b> for Coast Guard Officers

	<b>WARCG</b> for Coast Guard Warrant members
Security Clearance	Select the Security Clearance required for the requirement. Leave blank for any Security Clearance
Rating	Select the Rating required for the requirement. Leave blank for any Rating
Grades	Select the Grade(s) required for the requirement. Use the  to enter multiple values. Leave blank for any Grade(s)
Qualifications	Enter the Qualifications ( <i>Competencies, Awards, Licenses &amp; Certifications, Languages, OSC Codes, Degrees, and Courses</i> ) required for the requirement. Qualifications auto-populated from the Force Element table will display in this section
Special Instructions	Enter any Special Instructions. Use the  to enter multiple values
Primary Duties	Enter any Primary Duties. Duties auto-populated from the Force Element will display in this section
Desired Skill Set	Enter any Desired Skill Sets

**NOTE:** Users will get the following error message if trying to save the new requirement without completing the fields on the Receiving Dept Info page. If this message is received, click OK and proceed to step 5.



The screenshot shows the 'Receiving Dept Info' tab in the Direct Access Mobilization System. The form displays the following information:

- Request Nbr:** 10000008 **Request Title:** YELLOWOPS-SECJUN-212398 **Request Type:** Pre defined Requirement List
- Requirement Nbr:** 10001 **Title:** IOGS **Requirement Status:** Draft
- Begin Date:** 02/01/2017 **End Date:** 04/30/2017 **Duration (Days):** 89.0


The 'Receiving Unit' section includes the following fields:

- Destination Dept:** 008324 **SECTOR JUNEAU**
- \*Geographic Location:** (highlighted in red)
- \*POC:** (highlighted in red)
- Secondary POC:** (highlighted in red)
- \*POC Phone:** (highlighted in red)
- Secondary POC Phone:** (highlighted in red)
- \*POC Email:** (highlighted in red)
- Secondary POC Email:** (highlighted in red)

A 'Message' dialog box is displayed in the center of the screen, indicating that highlighted fields are required and providing instructions to enter data into those fields. The message text is: 'Highlighted fields are required. (15,30) Enter data into the highlighted fields.' with an 'OK' button.

5. Select the Receiving Dept Info tab and complete the fields as indicated below.

Requirement Details	Requirement Posting	<b>Receiving Dept Info</b>	Candidates	Requirement Approval	Audit	
<b>Request Nbr:</b>	10000008	<b>Request Title:</b>	YELLOWOPS-SECJUN-212398		<b>Request Type:</b>	Pre defined Requirement List
<b>Requirement Nbr:</b>	10001	<b>Title:</b>	IOGS		<b>Requirement Status:</b>	Draft
<b>Begin Date:</b>	02/01/2017	<b>End Date:</b>	04/30/2017		<b>Duration (Days):</b>	89.0
<b>Receiving Unit</b>						
<b>Destination Dept:</b>	008324	SECTOR JUNEAU		<b>*Geographic Location:</b>	JA0000000	JAPAN
<b>*POC:</b>	<input type="text"/>	<b>Secondary POC:</b>	<input type="text"/>			
<b>*POC Phone:</b>	<input type="text"/>	<b>Secondary POC Phone:</b>	<input type="text"/>			
<b>*POC Email:</b>	<input type="text"/>	<b>Secondary POC Email:</b>	<input type="text"/>			
<b>Reporting Instructions:</b>	<div></div>					

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between Requirement Begin Date and Requirement End Date
Destination Dept	Display only Destination Department as set on the Request Data page
*POC	Emplid of receiving department POC
*POC Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed
*POC Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed
*Geographical Location	Use the  to select the Geographical Location associated with the requirement

	<div> <div> Look Up Geographic Location </div> <div> <div> <div>Geog Location Code:</div> <div>begins with</div> <div></div> </div> <div> <div>State/Country Description:</div> <div>begins with</div> <div></div> </div> <div> <div>City:</div> <div>begins with</div> <div></div> </div> <div> <div>State:</div> <div>begins with</div> <div></div> </div> <div> <div>Country:</div> <div>begins with</div> <div></div> </div> </div> <div> <div>Look Up</div> <div>Clear</div> <div>Cancel</div> <a href="#">Basic Lookup</a> </div> <div> <div>Search Results</div> <div>Only the first 300 results can be displayed.</div> <div> <div>View 100</div> <div>First</div> <div>1-300 of 300</div> <div>Last</div> </div> <table> <thead> <tr> <th>Geog Location Code</th><th>State/Country Description</th><th>City</th><th>State</th><th>Country</th></tr> </thead> <tbody> <tr> <td><a href="#">010000000</a></td><td><a href="#">Alabama</a></td><td><a href="#">ALABAMA</a></td><td><a href="#">AL</a></td><td><a href="#">USA</a></td></tr> <tr> <td><a href="#">010000001</a></td><td><a href="#">Alabama</a></td><td><a href="#">AUTAUGA</a></td><td><a href="#">AL</a></td><td><a href="#">USA</a></td></tr> <tr> <td><a href="#">010000003</a></td><td><a href="#">Alabama</a></td><td><a href="#">BALDWIN</a></td><td><a href="#">AL</a></td><td><a href="#">USA</a></td></tr> <tr> <td><a href="#">010000005</a></td><td><a href="#">Alabama</a></td><td><a href="#">BARBOUR</a></td><td><a href="#">AL</a></td><td><a href="#">USA</a></td></tr> <tr> <td><a href="#">010000007</a></td><td><a href="#">Alabama</a></td><td><a href="#">BIBB</a></td><td><a href="#">AL</a></td><td><a href="#">USA</a></td></tr> </tbody> </table> </div> </div>	Geog Location Code	State/Country Description	City	State	Country	<a href="#">010000000</a>	<a href="#">Alabama</a>	<a href="#">ALABAMA</a>	<a href="#">AL</a>	<a href="#">USA</a>	<a href="#">010000001</a>	<a href="#">Alabama</a>	<a href="#">AUTAUGA</a>	<a href="#">AL</a>	<a href="#">USA</a>	<a href="#">010000003</a>	<a href="#">Alabama</a>	<a href="#">BALDWIN</a>	<a href="#">AL</a>	<a href="#">USA</a>	<a href="#">010000005</a>	<a href="#">Alabama</a>	<a href="#">BARBOUR</a>	<a href="#">AL</a>	<a href="#">USA</a>	<a href="#">010000007</a>	<a href="#">Alabama</a>	<a href="#">BIBB</a>	<a href="#">AL</a>	<a href="#">USA</a>
Geog Location Code	State/Country Description	City	State	Country																											
<a href="#">010000000</a>	<a href="#">Alabama</a>	<a href="#">ALABAMA</a>	<a href="#">AL</a>	<a href="#">USA</a>																											
<a href="#">010000001</a>	<a href="#">Alabama</a>	<a href="#">AUTAUGA</a>	<a href="#">AL</a>	<a href="#">USA</a>																											
<a href="#">010000003</a>	<a href="#">Alabama</a>	<a href="#">BALDWIN</a>	<a href="#">AL</a>	<a href="#">USA</a>																											
<a href="#">010000005</a>	<a href="#">Alabama</a>	<a href="#">BARBOUR</a>	<a href="#">AL</a>	<a href="#">USA</a>																											
<a href="#">010000007</a>	<a href="#">Alabama</a>	<a href="#">BIBB</a>	<a href="#">AL</a>	<a href="#">USA</a>																											
Secondary POC	Emplid of the destination department Secondary POC																														
Secondary POC Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed																														
Secondary POC Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed																														
Reporting Instructions	Enter any additional instructions associated with the requirement																														

6. Save the page once complete.
7. Select the Candidates tab to add a candidate to the candidate pool, as needed.

**NOTE:** This process will be used to add By Name Candidates.

#### **Candidate Types**

- a. Candidates manually added to requirements while the requirements are in a Draft status will be identified as **Type - BNC**. These candidates will receive a BNC Volunteer Opportunity email informing them that they have been identified as a BNC and providing instructions for how to apply for requirements via Direct Access.
- b. Candidates manually added to requirements after the requirements have been approved will be identified as **Type - Selected**.
- c. Candidates that apply to requirements via self-service and have NOT been added as a BNC will be identified as **Type - Volunteer**.

Requirement Details | Requirement Posting | Receiving Dept Info | **Candidates** | Requirement Approval | Audit

Request Nbr: 10000008 Request Title: YELLOWOPS-SECJUN-212398 Request Type: Pre defined Requirement List  
 Requirement Nbr: 10002 Title: IOGS Requirement Status: Draft  
 Duration (Days): 89.0

Begin Date: 02/01/2017 End Date: 04/30/2017

**Sourced Member**

Empl ID: Member Status: Trans ID:  
 Rank: Clearance: Order Status:  
 Current Dept:  
 Begin Date: End Date:  
 Duration (Days): [Source Member](#)

**Candidates** End View All

Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	Dept Name	SPO Deptid	Command Approval	Approver Name	Rank	Approver Deptid	Selected	Sourced
1	Empl ID													<input type="checkbox"/>	

Member Empl ID:

Empl Record:

- Enter the member's Emplid in the Member Empl ID field.
- Click the Empl Record number field to select the member's correct employment record.



This action is important for members with more than one active employment record. In the example below, the user has an active CG military employment row and an active CG Civilian employment row. Users must be sure to select the correct Empl Record to avoid sourcing an incorrect employment instance.

**Sourced Member**

Empl ID:  
 Rank:  
 Current Dept:  
 Begin Date:  
 Duration (Days):

**Candidates**

Type	Empl ID	Name
1	Empl ID	

Member Empl ID:

Empl Record:

**Look Up Empl Record** Help

Empl ID:

Empl Record:

Last Name:

First Name:

[Basic Lookup](#)

**Search Results**

View 100 First 1 1-2 of 2 Last

Empl Record	Last Name	First Name	Company	Department	Salary Grade	Job Title
0			ACG	LANTAREA (17)	E8	YNCS
1			ACG	SECCEN ADJUDCIATIVE SVCS BR 11		GS-11

- Click the Add to List button.

Sourced Member									
Empl ID:					Member Status:				
Rank:					Clearance:				
Current Dept:									
Begin Date:					End Date:				
Duration (Days):									
Candidates									
	Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	
1		Empl ID							
Member Empl ID: <input type="text"/>									
Empl Record: <input type="text" value="0"/>									
<a href="#">Add to List</a>									

The member will be added as **Type - BNC**.

Sourced Member									
Empl ID:					Member Status:			Trans ID:	
Rank:					Clearance:			Order Status:	
Current Dept:									
Begin Date:					End Date:				
Duration (Days):									
Candidates									
	Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	Dept Name
1	BNC			Active	YNCS	RSV	TOP SECRET	038225	LANTAREA (17)
Member Empl ID: <input type="text"/>									
Empl Record: <input type="text" value="0"/>									
<a href="#">Add to List</a>									

11. Save the page once complete.
12. Select the Requirement Approval tab to approve the requirement.
  - ! All requirements will remain in a **Draft** status until approved. Do not approve the requirement if it should not be available for self-service users to apply.
13. Enter any comments related to the approval, if applicable.
14. Click Approve.

Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	<b>Requirement Approval</b>	Audit
---------------------	---------------------	---------------------	------------	-----------------------------	-------

Request Nbr:	10000008	Request Title:	YELLOWOPS-SECJUN-212398	Request Type:	Pre defined Requirement List
Requirement Nbr:	10001	Title:	IOGS	Requirement Status:	Draft
Begin Date:	02/01/2017	End Date:	04/30/2017	Duration (Days):	89.0

**Route for Approval**

Approver: Cancel  
 Approver Dept:  
 Approval Status:  
 Comments:

Approve

**Requirement Approval Comments**  
 No Comments Entered

15. The Requirement Status will update to **Open**. The Approval Status will update to **Approved**. The comments, if entered, will display under Requirement Approval Comments with a date and time stamp.

Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	<b>Requirement Approval</b>	Audit
---------------------	---------------------	---------------------	------------	-----------------------------	-------

Request Nbr:	10000008	Request Title:	YELLOWOPS-SECJUN-212398	Request Type:	Pre defined Requirement List
Requirement Nbr:	10001	Title:	IOGS	<b>Requirement Status:</b>	<b>Open</b>
Begin Date:	02/01/2017	End Date:	04/30/2017	Duration (Days):	89.0

**Route for Approval**

Approver: Cancel  
 Approver Dept: 002817 RESERVE PERS MGMT  
**Approval Status:** **Approved**  
 Comments: user guide

Approve

**Requirement Approval Comments**  
 user guide at 3/14/2017 at 1:50 PM

16. Close the Requirement Details tab.

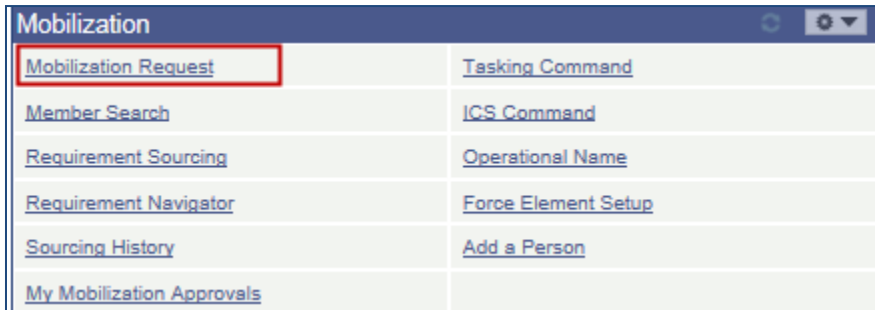
You will be returned to the Mange Requirements page.



## 6.4 Clone Requests

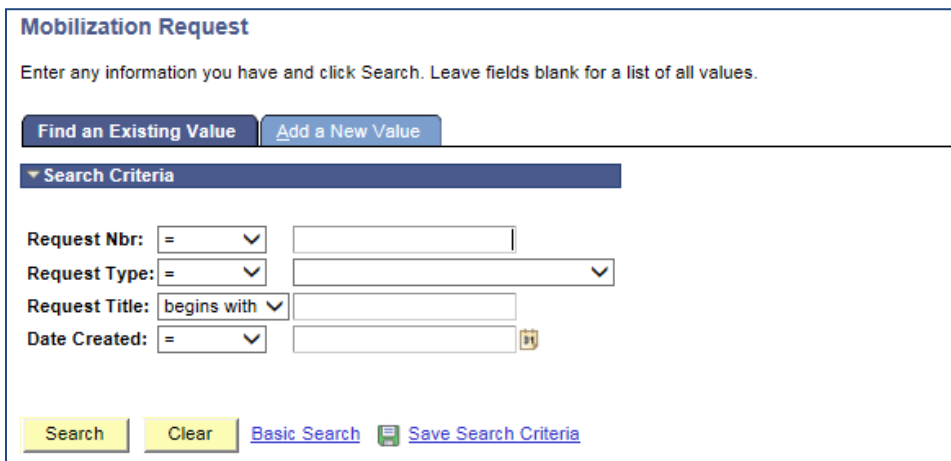
The Clone Request functionality can be used to create new requests by cloning existing requests and associated requirements. Once on the Clone Request page, users will be required to enter all new Request Data information. The only requirement fields available for update via the Clone Request page are Team Title, Rate, Grade, Security Clearance, and Emplid of the BNC.

1. Click the [Mobilization Request](#) link in the Mobilization pagelet.



Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the Search record to pull up the Mobilization Request to be cloned using the available fields.



### Mobilization Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Request Nbr: [=]   
 Request Type: [=]   
 Request Title: begins with [=]   
 Date Created: [=]

[Basic Search](#)

3. Click the Search button and select the request to clone.

**Mobilization Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Request Nbr: = ▼

Request Type: = ▼

Request Title: begins with ▼ %YELL

Date Created: = ▼

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-5 of 5 Last

Request Nbr	Request Type	Request Title	Date Created
<a href="#">10000004</a>	<a href="#">IA</a>	<a href="#">YELLOW OPS 1</a>	<a href="#">03/14/2017</a>
<a href="#">10000005</a>	<a href="#">IA</a>	<a href="#">YELLOW OPS SUPPORT 1</a>	<a href="#">03/14/2017</a>
<a href="#">10000006</a>	<a href="#">IA</a>	<a href="#">YELLOW OPS SUPPORT 2</a>	<a href="#">03/14/2017</a>
<a href="#">10000007</a>	<a href="#">IA</a>	<a href="#">YELLOW OPS TEAM LEAD</a>	<a href="#">03/14/2017</a>
<a href="#">10000008</a>	<a href="#">PRL</a>	<a href="#">YELLOWOPS-SECJUN-212398</a>	<a href="#">03/14/2017</a>

4. Click the Clone button.

Request Data Manage Requirements Audit

Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation

\*Request Title:  Set ID:

\*Requesting Dept:  SEC HOU/GAL INVESTIGATE DIV Requesting OPFAC: 37170

\*Destination Dept:  DDE PAC-2 US FORCES JAPAN Destination OPFAC: 76201

\*Grouping Category:  Boating Safety Activity \*Operational Name:  YELLOW OPS SUPPORT

Mission Assignment Nbr:

Requested By:

Phone:

Email:

Comments:

**NOTE:** The Clone Request page will appear. The top of the page will include Request Data fields for the new request. The bottom of the page will include a list of requirements that can be cloned from the existing request. **At any time, click the Cancel button at the bottom of the page to cancel the transaction and return to the Request Data page.**

5. Complete the request fields as indicated below.

**Clone Requests**

**Clone Request**

Existing Request Title: YELLOW OPS 1      Existing Request Nbr: 10000004

\*New Request Title:       New Request Nbr:

\*Requesting Dept:       \*Destination Dept:

\*Grouping Category:       \*Operational Name:

Mission Assignment Nbr:       \*Requested By:

\*Phone:       \*Email:

Requirement Title	Team Title	Rate	Security Clearance	Empl ID	Empl Record	Name	Select
1 PST CACO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2 PST CACO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3 PST CACO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4 PST CACO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Select All      Deselect All

OK      Cancel      Apply

Field	Description/Instructions
Existing Request Title	Display only title of the request that is being cloned
Existing Request Nbr	Display only Request Number of the request that is being cloned
*New Request Title	Enter the title of the new request
New Request Nbr	Display only Request Number of the new request. The new request number will be generated once the Clone Request fields are completed and saved
*Requesting Dept	Department ID of the requesting department
*Destination Dept	Department ID of the destination department
*Grouping Category	Grouping Category associated with the request. This is the list of Duty Purpose values from Reserve Orders
*Operational Name	Operational Name associated with the incident or disaster the request will support
Mission Assignment Number	Mission Assignment Number associated with the request. This field has a (30) character limit
Requested By	Emplid of the request POC
Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed
Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed


- At the bottom of the page, use the Select All button or Select checkboxes to select the requirements that you would like to clone.
- Update the Team Title, Rate, and Security Clearance fields as needed for each requirement that will be cloned. The fields can also be left blank.

Requirement Title	Team Title	Rate	Security Clearance	Empl ID	Empl Record	Name	Select
1 PST CACO	CLONE REQUEST LEAD	AET	TS		0		<input checked="" type="checkbox"/>
2 PST CACO	CLONE TEAM	AMT	TS		0		<input checked="" type="checkbox"/>
3 PST CACO	CLONE TEAM	ET	TS		0		<input checked="" type="checkbox"/>
4 PST CACO					0		<input checked="" type="checkbox"/>

Select All Deselect All

OK Cancel Apply

- To add a member to a requirement that will be cloned, enter the member's Emplid in the Empl ID field.
- Click the Empl Record number field to select the member's correct employment record.

 This action is important for members with more than one active employment record. In the example below, the user has an active CG military employment row and active CG Civilian employment row. Users must be sure to select the correct Empl Record to avoid adding and sourcing an incorrect employment instance.

Clone Request

Existing Request Title: YELLOW OPS 1 Existing Request Nbr: 10000004

\*New Request Title: YELLOW OPS SUPPORT 4 New Request Nbr:

\*Requesting Dept: 008472 DDE PAC-2 US FORCES JAPAN \*Destination Dept: 008472

\*Grouping Category: AC Contingency Preparedness \*Operational Name: YELOP

Mission Assignment Nbr:

\*Phone: \*Email:

Look Up Empl Record

Empl ID: Last Name: First Name:

Empl Record: =

Last Name: begins with First Name: begins with

Look Up Clear Cancel Basic Lookup

Requirement Title	Team Title	Rate	Security Clearance	Empl ID	Empl Record
1 PST CACO	CLONE REQUEST LEAD	AET	TS		0
2 PST CACO	CLONE TEAM	AMT	TS		0
3 PST CACO	CLONE TEAM	ET	TS		0

Search Results

View 100 First 1-2 of 2 Last

Empl Record	Last Name	First Name	Company	Department	Salary Grade	Job Title
0			ACG	CGA SCIENCE DEPT	04	LCOR
1			ACG	CGA ACADEMICS DIVISION 00	AD-00	

- Once all updates are made, requirements selected and candidates added, click the Apply button.

Clone Requests

Clone Request

Existing Request Title: YELLOW OPS 1

Existing Request Nbr: 10000004

\*New Request Title: YELLOW OPS SUPPORT 4

New Request Nbr:

\*Requesting Dept: 008472 DDE PAC-2 US FORCES JAPAN

\*Destination Dept: 008472 DDE PAC-2 US FORCES JAPAN

\*Grouping Category:

\*Operational Name: YELOP YELLOW OPS SUPPORT

Mission Assignment Nbr:

\*Requested By:

\*Phone:

\*Email:

Requirement Title	Team Title	Rate	Security Clearance	Empl ID	Empl Record	Name	Select
1 PST CACO	CLONE REQUEST LEAD	AET	TS		0		<input checked="" type="checkbox"/>
2 PST CACO	CLONE TEAM	AMT	TS		0		<input checked="" type="checkbox"/>
3 PST CACO	CLONE TEAM	ET	TS		0		<input checked="" type="checkbox"/>
4 PST CACO					0		<input checked="" type="checkbox"/>

Select All

Deselect All

OK

Cancel

Apply

**NOTE:** If the new Request Title already exists, users will get the below message. Click OK, enter a new unique Request Title and click the Apply button.

Message

New Request Title already exists. New Request Title must be unique

The PeopleCode program executed an Error statement, which has produced this message.

OK

11. Take note of the new Request Number displayed on the page.

12. Click the OK button.

Clone Requests

Clone Request

Existing Request Title: YELLOW OPS 1

Existing Request Nbr: 10000004

\*New Request Title: YELLOW OPS SUPPORT 4 x

New Request Nbr: 10000009

\*Requesting Dept: 008472 DDE PAC-2 US FORCES JAPAN

\*Destination Dept: 008472 DDE PAC-2 US FORCES JAPAN

\*Grouping Category: AC Contingency Preparedness

\*Operational Name: YELOP YELLOW OPS SUPPORT

Mission Assignment Nbr:

\*Requested By:

\*Phone:

\*Email:

Requirement Title	Team Title	Rate	Security Clearance	Empl ID	Empl Record	Name	Select
1 PST CACO	CLONE REQUEST LEAD	AET	TS		0		<input type="checkbox"/>
2 PST CACO	CLONE TEAM	AMT	TS		0		<input type="checkbox"/>
3 PST CACO	CLONE TEAM	ET	TS		0		<input type="checkbox"/>
4 PST CACO					0		<input type="checkbox"/>

Select All

Deselect All

OK

Cancel

Apply

You will be returned to the Request Data page for the cloned request. A message will display with the new Request Number and Requirement Numbers for the cloned requirements.

Message

The new Request Number is 10000009

The new Requirement Number(s) are:

10001 - 10004

OK

- Click the OK button.
- Click Return to Search at the bottom of the page to search for the newly created request.

**Request Data** | Manage Requirements | Audit

Request Nbr: 10000004      Date Created: 03/14/2017      Request Type: Individual Augmentation

\*Request Title:       Set ID:

\*Requesting Dept:  SEC HOU/GAL INVESTIGATE DIV      Requesting OPFAC: 37170

\*Destination Dept:  DDE PAC-2 US FORCES JAPAN      Destination OPFAC: 76201

\*Grouping Category:  Boating Safety Activity      \*Operational Name:  YELLOW OPS SUPPORT

Mission Assignment Nbr:

Phone:

Requested By:

Email:

Comments:

15. Click the Clear button.

**Mobilization Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**▼ Search Criteria**

Request Nbr: [=]

Request Type: [=]

Request Title: [begins with]

Date Created: [=]

[Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All      First 1-5 of 5 Last

Request Nbr	Request Type	Request Title	Date Created
<a href="#">10000004</a>	IA	<a href="#">YELLOW OPS 1</a>	<a href="#">03/14/2017</a>
<a href="#">10000005</a>	IA	<a href="#">YELLOW OPS SUPPORT 1</a>	<a href="#">03/14/2017</a>
<a href="#">10000006</a>	IA	<a href="#">YELLOW OPS SUPPORT 2</a>	<a href="#">03/14/2017</a>
<a href="#">10000007</a>	IA	<a href="#">YELLOW OPS TEAM LEAD</a>	<a href="#">03/14/2017</a>
<a href="#">10000008</a>	PRL	<a href="#">YELLOWOPS-SECJUN-212398</a>	<a href="#">03/14/2017</a>

16. Use the search fields to search for the new request.

**Mobilization Request**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Request Nbr: =

Request Type: =

Request Title: begins with

Date Created: =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-10 of 10 Last

Request Nbr	Request Type	Request Title	Date Created
<a href="#">10000000</a>	IA	MSTC ISO MIAMI OIL SPILL IMT	03/10/2017
<a href="#">10000001</a>	IA	TEST REQUEST	03/10/2017
<a href="#">10000002</a>	PRL	DEEP WATER OPS 1	03/13/2017
<a href="#">10000003</a>	IA	DEEP WATER OPS 2	03/14/2017
<a href="#">10000004</a>	IA	YELLOW OPS 1	03/14/2017
<a href="#">10000005</a>	IA	YELLOW OPS SUPPORT 1	03/14/2017
<a href="#">10000006</a>	IA	YELLOW OPS SUPPORT 2	03/14/2017
<a href="#">10000007</a>	IA	YELLOW OPS TEAM LEAD	03/14/2017
<a href="#">10000008</a>	PRL	YELLOWOPS-SECJUN-212398	03/14/2017
<a href="#">10000009</a>	IA	YELLOW OPS SUPPORT 4	03/14/2017

17. Enter any needed Comments on the Request Data page, and click the Save button to commit the changes.

**Request Data** [Manage Requirements](#) [Audit](#)

Request Nbr: 10000009      Date Created: 03/14/2017      Request Type: Individual Augmentation

\*Request Title:       Set ID:  [Clone](#)

\*Requesting Dept:  DDE PAC-2 US FORCES JAPAN      Requesting OPFAC: 76201

\*Destination Dept:  DDE PAC-2 US FORCES JAPAN      Destination OPFAC: 76201

\*Grouping Category:  Contingency Preparedness      \*Operational Name:  YELLOW OPS SUPPORT

Mission Assignment Nbr:

Phone:

Requested By:

Email:

Comments:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)



- Click the Manage Requirements tab to view cloned requirements.

**NOTE:** All cloned requirements will be cloned in a **Draft** status. Users will be required approve the requirements via the Manage Requirements page in the Mobilization Request component or via the Requirement Approval page via the Mobilization Requirements component.

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command
<input type="checkbox"/>	10001	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA
<input type="checkbox"/>	10002	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA
<input type="checkbox"/>	10003	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET	PAC AREA
<input type="checkbox"/>	10004	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA

- Follow the steps in section “[8.2 Mass Approve Multiple Requirements](#)” to approve multiple requirements at one time.

## 7 MOBILIZATION REQUIREMENTS

This section provides instructions for viewing and managing Mobilization Requirements.

### 7.1 Viewing Requirement Information

Users can search for requirements via **Mobilization Request** or the **Requirement Navigator** from the Mobilization pagelet. Follow the steps in section “[7.1.1 Viewing Requirements via Mobilization Request](#)” to search for requirements via Mobilization Request. Follow the steps in section “[7.1.2 Viewing Requirements via Requirement Navigator](#)” to search for requirements via the Requirement Navigator.

#### 7.1.1 Viewing Requirements via Mobilization Request

- To search for a requirement via Mobilization Request, click the [Mobilization Request](#) link in the portal pagelet.

- Use the steps in section “[6.1 Viewing Request Information](#)” to search for an existing request.
- Select the Manage Requirements tab to view requirements that are associated with the request.

Request Data **Manage Requirements** Audit

Request Nbr: 10000009 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 4

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

**Requirement Information** Personalize

**Requirement Details** [Sourcing & Approval Info](#) [RSS](#)

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate
1	<input type="checkbox"/>	<a href="#">10001</a>	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET
2	<input type="checkbox"/>	<a href="#">10002</a>	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT
3	<input type="checkbox"/>	<a href="#">10003</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET
4	<input type="checkbox"/>	<a href="#">10004</a>	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017	
5	<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT
6	<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017	

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

4. Select a requirement number link to view information related to the requirement.

Request Data **Manage Requirements** Audit

Request Nbr: 10000009 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 4

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

**Requirement Information** Personalize [Find](#) [View All](#)

**Requirement Details** [Sourcing & Approval Info](#) [RSS](#)

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command
1	<input type="checkbox"/>	<a href="#">10001</a>	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA
2	<input type="checkbox"/>	<a href="#">10002</a>	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA
3	<input type="checkbox"/>	<a href="#">10003</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET	PAC AREA
4	<input type="checkbox"/>	<a href="#">10004</a>	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017		PAC AREA
5	<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA
6	<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA

5. Proceed to section “[7.1.3 Requirement Details](#)” to view details regarding requirement information.

## 7.1.2 Viewing Requirements via Requirement Navigator

1. To search for a requirement via the Requirement Navigator, click the [Requirement Navigator](#) link in the portal pagelet.

**Mobilization**

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

- Use one or more of the search fields to search for requirements and click Populate to view the results.

The table below lists the fields on the Requirements Navigator search page with a description.

Field	Description/Instructions
Request Nbr	Search for requirements by Request Number
Request Title	Search for requirements by Request Title
Request Type	Search for requirements by Request Type <b>Individual Augmentation</b> or <b>Pre defined Requirements List</b>
Requirement Nbr	Search for requirements by Requirement Number. <b>NOTE:</b> A Request Number is required to search by Requirement Number
Requirement Title	Search for requirements by Requirement Title
Requirement Status	Search for requirements by Requirement Status <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Competency	Search for requirements by Competency. <b>NOTE:</b> Only (1) competency can be entered at a time. Using a competency value will narrow the results to requirements that have the competency as a qualification
Display RFF Ready Requirements	Checking this box will display requirements where a RFF has not yet been generated
Display Orders Ready Requirements	Checking this box will display requirements with a Requirement Status of <b>Fully Sourced</b> or <b>Partially Sourced</b> and Orders-Ready message not yet generated
Populate	Used to populate the grid results based on the search criteria entered
Clear	Used to clear the search criteria and grid results to begin a new search

#### 7.1.2.1 Requirement Navigator Grid Results

Requirement Navigator search results display requirements with their associated request, approval, and sourcing information.

##### Requirement Navigator Links:

- Click the Request Nbr link to open the [Request Data](#) for the listed requirement.

- Click the Requirement Nbr link to open the [Requirement Details](#) for the listed requirement.

Requirements Navigator												
Requirement Details												
Request Nbr	Request Type	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Team Title	Mission Classification	Tasking Command	ICS Command	
1 <a href="#">10000000</a>	IA	MSTC ISO MIAMI OIL SPILL IMT	<a href="#">10001</a>	ASGS3	Open	03/20/2017	03/20/2018		Critical	DCO	ICP JAX	
2 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10002</a>	MALFO - ARE	Open	03/13/2017	11/30/2018	MARINE RESPONSE	Critical	District 7	Not Applicable	
3 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10004</a>	MALFO - ARE	Open	03/13/2017	09/30/2018	MARINE RESPONSE	Critical	District 7	Not Applicable	
4 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10005</a>	MALFO - CA	Open	03/13/2017	09/30/2018	MARINE RESPONSE	Critical	District 7	Not Applicable	

Requirements Navigator												
Approval & Sourcing Info												
Request Nbr	Request Type	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Sourced Empl ID	Sourced Member	Approver Empl ID	Approver Name			
1 <a href="#">10000000</a>	IA	MSTC ISO MIAMI OIL SPILL IMT	<a href="#">10001</a>	ASGS3	Open							
2 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10002</a>	MALFO - ARE	Open							
3 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10004</a>	MALFO - ARE	Open							
4 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10005</a>	MALFO - CA	Open							

Requirements Navigator												
Request Info												
Request Nbr	Request Type	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Requesting Dept ID	Requesting Dept Name	Destination Dept ID	Destination Dept Name			
1 <a href="#">10000000</a>	IA	MSTC ISO MIAMI OIL SPILL IMT	<a href="#">10001</a>	ASGS3	Open	008130	D7 INCIDENT MGMT BR (DRM)	008130	D7 INCIDENT MGMT BR (DRM)			
2 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10002</a>	MALFO - ARE	Open	007744	SECTOR HOUSTON/GALVESTON	006738	USS JOHN S. MCCAIN (DDG-56)			
3 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10004</a>	MALFO - ARE	Open	007744	SECTOR HOUSTON/GALVESTON	006738	USS JOHN S. MCCAIN (DDG-56)			
4 <a href="#">10000002</a>	PRL	DEEP WATER OPS 1	<a href="#">10005</a>	MALFO - CA	Open	007744	SECTOR HOUSTON/GALVESTON	006738	USS JOHN S. MCCAIN (DDG-56)			

The table below lists the fields on the Requirement Navigator grid results with a description.

Field	Description/Instructions
Request Number	Request Number link that takes the user to the Request Data for the listed requirement
Request Type	Request Type of <b>IA</b> (Individual Augmentation) OR <b>PRL</b> (Pre defined Requirement List)
Request Title	Title of the request the requirement is attached to
Requirement Nbr	Requirement Number link that takes the user to the Requirement Details for the listed requirement
Requirement Title	Title of the requirement
Requirement Status	The Requirement Status for the listed requirement <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Begin Date	Begin Date of the requirement
End Date	End Date of the requirement
Team Title	Team Title associated with the requirement

Mission Classification	Mission Classification of the requirement
Tasking Command	Tasking Command associated with the requirement
ICS Command	ICS Command associated with the requirement
<b>Requirement Navigator – Approval &amp; Sourcing Info</b>	
Source Empl ID	Emplid of the member that has been sourced to the requirement
Sourced Member	Name of the member that has been sourced to the requirement
Approver Empl ID	Emplid of the member that approved the requirement
Approver Name	Name of the member that approved the requirement
<b>Requirement Navigator – Request Info</b>	
Requesting Deptid	Department ID of the requesting department
Requesting Depart Name	Name of the requesting department
Destination Deptid	Department ID of the destination department
Destination Depart Name	Name of the destination department

3. Select a requirement number link to view information related to the requirement.

The screenshot shows the 'Requirement Navigator' interface. At the top, there are search filters for Request Nbr, Request Title, Request Type, Requirement Nbr, Requirement Title, Requirement Status, Competency, and Tasking Command. Below these are checkboxes for 'Display RFF-Ready Requirements' and 'Display Orders-Ready Requirements', along with 'Populate' and 'Clear' buttons. The main section is a table titled 'Requirements Navigator' with tabs for 'Requirement Details', 'Approval & Sourcing Info', and 'Request Info'. The table has columns: Request Nbr, Request Type, Request Title, Requirement Nbr, Requirement Title, Requirement Status, Begin Date, End Date, Team Title, Mission Classification, Tasking Command, and ICS Command. Four requirements are listed, all with 'Open' status. A red arrow points to the first requirement's number, 10001.



Request Nbr	Request Type	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Team Title	Mission Classification	Tasking Command	ICS Command
1 10000004	IA	YELLOW OPS 1	10001	PST CACO	Open	03/13/2017	11/30/2017		Volunteer	PAC AREA	UC SANTA BARBARA
2 10000004	IA	YELLOW OPS 1	10002	PST CACO	Open	03/13/2017	11/30/2017		Volunteer	PAC AREA	UC SANTA BARBARA
3 10000004	IA	YELLOW OPS 1	10003	PST CACO	Open	03/13/2017	11/30/2017		Volunteer	PAC AREA	UC SANTA BARBARA
4 10000004	IA	YELLOW OPS 1	10004	PST CACO	Open	03/13/2017	11/30/2017		Volunteer	PAC AREA	UC SANTA BARBARA

4. Proceed to section “[7.1.3 Requirement Details](#)” to view details regarding requirement information.

### 7.1.3 Requirement Details


The Requirement Details page will be used to add and update requirement information for all IA and PRL requirements.

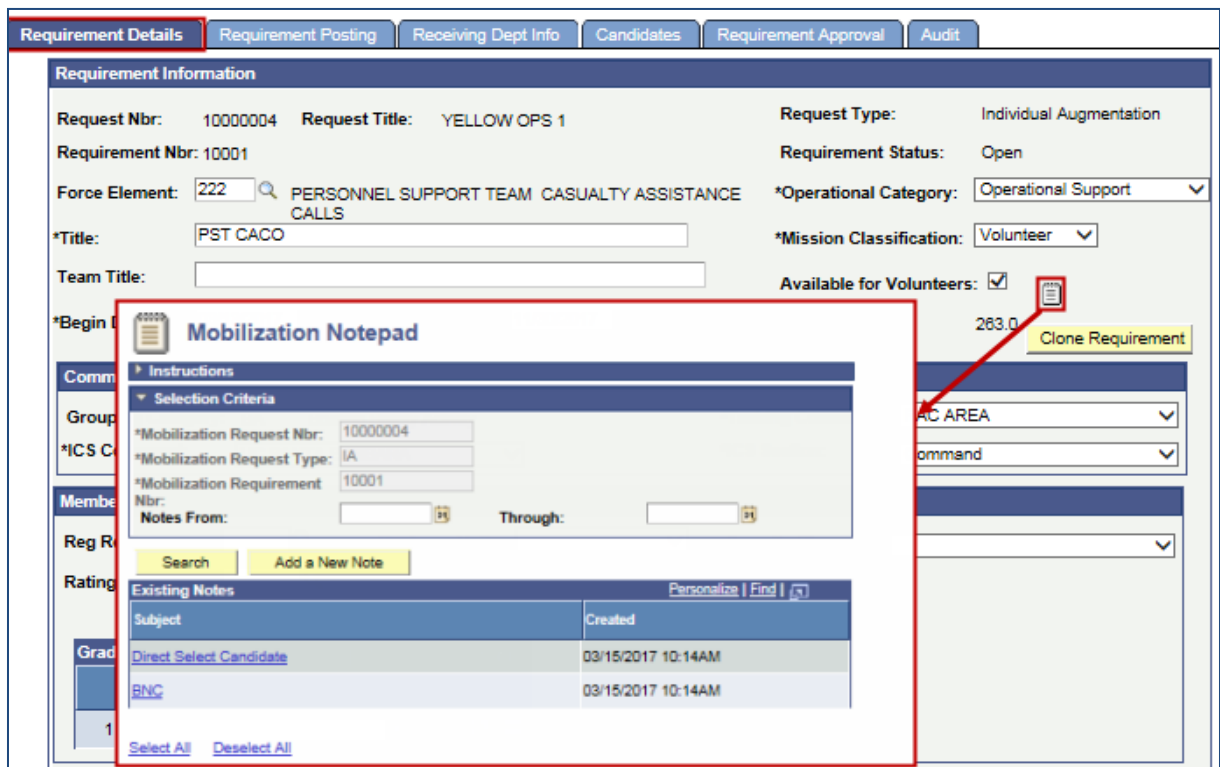
Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	Requirement Approval	Audit																		
<b>Requirement Information</b>																							
Request Nbr:	10000004	Request Title:	YELLOW OPS 1		Request Type:	Individual Augmentation																	
Requirement Nbr:	10001				Requirement Status:	Open																	
Force Element:	222	PERSONNEL SUPPORT TEAM CASUALTY ASSISTANCE CALLS		*Operational Category:	Operational Support																		
*Title:	PST CACO			*Mission Classification:	Volunteer																		
Team Title:				Available for Volunteers:	<input checked="" type="checkbox"/>																		
*Begin Date:	03/13/2017	*End Date:	11/30/2017	Duration (Days):	263.0																		
				Clone Requirement																			
<b>Command Information</b>																							
Grouping Category:	BA	Boating Safety Activity		*Tasking Command:	PAC AREA																		
*ICS Command:	UC SANTA BARBARA		*ICS Section:	Command																			
<b>Member Information</b>																							
Reg Region:		Business Unit:		Security Clearance:																			
Rating:																							
<table border="1"> <thead> <tr> <th colspan="2">Grades</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> </tr> </thead> <tbody> <tr> <td>Grades</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Grades		Find	View All	First	1 of 1	Grades						1					
Grades		Find	View All	First	1 of 1																		
Grades																							
1																							
<div>► Qualifications</div> <div>► Special Instructions</div> <div>► Duties and Skills</div>																							

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Number	Display only Requirement Number generated when the requirement is created
Requirement Status	Display only Requirement Status auto-updated when different actions are taken on the requirement <b>Draft</b> – Requirement created and saved, but not approved <b>Open</b> – Requirement approved and now open for candidates to apply ( <i>If Available for Volunteers box is checked</i> ) <b>Filled</b> – Member has been selected to fill the requirement <b>Partially Sourced</b> – Member has been partially sourced to the requirement as indicated by Tasking Status <b>Fully Sourced</b> – Member has been fully sourced to the requirement as indicated by Tasking Status <b>Cancelled</b> – Requirement has been cancelled
Force Element	Force Element associated with the requirement
*Operational Category	Operational Category of the requirement. Available values include: <b>Exercises, Major Disasters, Named Contingency, Operational Support, and Planned Operations</b>
*Title	Requirement Title. If a Force Element value is selected, the Force Element Short Title is defaulted in this field. Users have the ability to change the title as needed
*Mission Classification	Mission Classification of the requirement. Available values include: <b>Volunteer and Critical</b>
Team Title	Team Title associated with the requirement
Available for Volunteers	 Used to indicate if requirement will be posted to self-service for volunteers to apply. <b>Only requirements with a status of Open and Available for Volunteers checked will be available for members via self-service.</b>
*Begin Date	Begin Date of the requirement
*End Date	End Date of the requirement
Duration of Days	Display only duration in days from requirement begin date to end date
	Allows users to enter comments related to the requirement
Clone Requirement	Button used to clone the requirement
Grouping Category	Display only Grouping Category as selected on the Request Data page
*Tasking Command	Tasking Command associated with the requirement
*ICS Command	ICS Command associated with the requirement
*ICS Section	ICS Section associated with the requirement
Reg Region	Regulatory Region required for the requirement. Available values include: <b>AD</b> for Active Duty members <b>NOMIL</b> for Civilian members <b>RSV</b> for Reservists
Business Unit	Business Unit required for the requirement. Available values include: <b>CIVCG</b> for Coast Guard Civilians <b>ENLCG</b> for Coast Guard Enlisted members <b>OFFCG</b> for Coast Guard Officers

	<b>WARCG</b> for Coast Guard Warrant members
Security Clearance	Security Clearance required for the requirement
Rating	Rating required for the requirement
Grades	Grades required for the requirement
Qualifications	Qualifications ( <i>Competencies, Awards, Licenses &amp; Certifications, Languages, Officer Specialty Codes, Degrees, and Courses</i> ) required for the requirement
Special Instructions	Special Instructions required for the requirement. Available values include: <div data-bbox="557 501 1047 659" style="border: 1px solid black; padding: 5px;"> Female Only  Male Only  Needs Overseas Baggage  Overseas Screening  U.S. Passport Required - Blue  U.S. Passport Required - Red </div>
Primary Duties	Primary Duties required for the requirement
Desired Skill Set	Desired Skill Set required for the requirement

### 7.1.3.1 Mobilization Notepad

The Mobilization Notepad is used to enter any comments or additional information related to the requirement. The Mobilization Notepad can be accessed by clicking on the  icon.



The screenshot displays the 'Requirement Details' tab of the system. The 'Requirement Information' section shows details for Request Nbr: 10000004, Request Title: YELLOW OPS 1, and Requirement Nbr: 10001. The Force Element is 222, and the Title is PST CACO. The Operational Category is Operational Support, and the Mission Classification is Volunteer. The 'Available for Volunteers' checkbox is checked. A red box highlights the 'Mobilization Notepad' overlay, which contains a 'Selection Criteria' section with fields for Mobilization Request Nbr (10000004), Mobilization Request Type (IA), and Mobilization Requirement Nbr (10001). Below this is a 'Notes From' field with a date range selector. The 'Existing Notes' table lists two notes: 'Direct Select Candidate' and 'RNC', both created on 03/15/2017 at 10:14AM. A red arrow points from the 'Clone Requirement' button to the 'Mobilization Notepad' icon in the top right corner of the interface.

### 7.1.4 Requirement Posting

The Requirement Posting is used to capture the requirement qualifications that will be available for members to see via self-service. This Posting Information is display only and will default **Primary Duties, Desired Skill Set, Eligible Grades, Competencies, OSC Codes, Honors & Awards,**



**Languages, Licenses & Certifications, Degrees, Courses, and Special Instructions** based on what is entered on the Requirement Details page.

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
Request Nbr:	10000004	Request Title:	YELLOW OPS 1	Request Type:	Individual Augmentation						
Requirement Nbr:	10001	Title:	PST CACO	Requirement Status:	Open						
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0						
<b>Posting Information</b>											
Posting Title: PST CACO											
Primary Duties: PERSONNEL SUPPORT TEAM CCASUALTY ASSISTANCE CALL OFFICER is assigned when Coast Guard personnel are seriously injured											
Desired Skill Set: PERSONNEL SUPPORT TEAM CCASUALTY ASSISTANCE CALL OFFICER is assigned when Coast Guard personnel are seriously injured											
Eligible Grades:											
Competency: AE-MAMM - Multiple Airframe Maint Mgmt											
Officer Specialty Codes: CG-OAR13 - MLE-PWCS Ops (OSC)											
Honors & Awards: CG9020 - Off of the Sec of HHS ID Badge											
Languages: PO - Portuguese											
Licenses & Certifications: BCAERMA1 - Aerospace Medicine											
Degrees: BIM - Bachelor Industrial Management											
Course: 000236 - PUBLIC AFFAIRS SPECIALIST, SEC											
Special Instructions: U.S. Passport Required - Blue											

### 7.1.5 Receiving Dept Info

The Receiving Dept Info page captures destination department Point of Contact (POC) information, destination department Geographic Location, and Reporting Instructions.

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
Request Nbr:	10000004	Request Title:	YELLOW OPS 1	Request Type:	Individual Augmentation						
Requirement Nbr:	10001	Title:	PST CACO	Requirement Status:	Open						
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0						
<b>Receiving Unit</b>											
Destination Dept:	008472	DDE PAC-2 US FORCES JAPAN		*Geographic Location:	150310003	Hawaii	CAMP HM SMITH M CORP B				
*POC:				Secondary POC:							
*POC Phone:				Secondary POC Phone:							
*POC Email:				Secondary POC Email:							
Reporting Instructions:											


Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between Begin Date and End Date
Destination Dept	Display only Destination Department as set on the Request Data page
*POC	Emplid of destination department POC
*POC Phone	Business phone number associated with the Emplid entered
*POC Email	Business email associated with the Emplid entered
*Geographical Location	Geographical Location associated with the requirement
Secondary POC	Emplid of the destination department Secondary POC
Secondary POC Phone	Defaults the business phone number associated with the Emplid entered, but allows the user to update as needed
Secondary POC Email	Defaults the business email associated with the Emplid entered, but allows the user to update as needed
Reporting Instructions	Additional reporting instructions for the member



### 7.1.6 Candidates

The Candidates page will be used to enter a By Name Candidate for the requirement. It will also display any candidates that volunteered for the requirement via self-service. The Source Member section will display the member's information once they have a Member Status of Sourced for the associated requirement.

Requirement Details															Requirement Posting															Receiving Dept Info															Candidates															Requirement Approval															Audit														
Request Nbr: 10000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation																																																																																									
Requirement Nbr: 10003 Title: PST CACO Requirement Status: Open																																																																																									
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 293.0																																																																																									
<b>Sourced Member</b>																																																																																									
Empl ID:										Member Status:										Trans ID:																																																																					
Rank:										Clearance:										Order Status:																																																																					
Current Dept:																																																																																									
Begin Date:										End Date:																																																																															
Duration (Days):																																																																																									
<a href="#">Source Member</a>																																																																																									
<b>Candidates</b>																																																																																									
Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	Dept Name	SPO Deptid	Command Approval	Approver Name	Rank	Approver Deptid	Selected																																																																											
1 BNC			Active	ENG3	AD	SECRET	038503	SPLC LRE SYS AND EQUIP SEC 1	042822					<input type="checkbox"/>																																																																											
2 Selected			Active	GS-7	NOMIL	SECRET	000711	CGIS NEW ENGLAND REGION	042822					<input type="checkbox"/>																																																																											
3 Volunteer			Active	MST1	RSV	SECRET	002817	RESERVE PERS MGMT	010093	Pending				<input type="checkbox"/>																																																																											

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between the Begin Date and End Date
<b>Sourced Member</b>	
Empl ID	Emplid and name of the member sourced to the requirement
Member Status	Status of the member in relation to the specific requirement. Available values are: <b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page <b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page <b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page
Trans ID	Reserve Order Trans ID will display if a Direct Access RSV Order has been generated for the member
Order Status	Status of Direct Access RSV Order. Available values are: <b>Proposed</b> – Initial order has been created <b>Authorized</b> – Order has been authorized by DXR <b>Ready</b> – Travel details have been approved. Order is ready for member to depart <b>En Route</b> – Departs/Reports approved. Member has departed home unit <b>Finished</b> – Order execution completed <b>Cancelled</b> – Order has been cancelled
Rank	Rank of the member sourced to the requirement
Clearance	Security Clearance of the member sourced to the requirement
Current Dept	Current department of the member sourced to the requirement
Begin Date	Source Begin Date of the member sourced to the requirement
End Date	Source End Date of the member sourced to the requirement
Duration (Days)	Number of days member is sourced to the requirement
<b>Candidates</b>	
Type	Candidate Type of BNC, Selected, or Volunteer. <b>BNC</b> – Candidates manually added to the candidate pool while the requirement is in a Draft status <b>Selected</b> – Candidates manually added to the candidate pool after the requirement has been approved <b>Volunteer</b> – Candidates that apply to the requirement via self-service and have NOT already been added as a BNC

Empl ID	Emplid of the candidate. Click the emplid link to view the member's CG Member Info
Name	Name of the candidate. Click the Name link to view a list of requirements the member has been selected to fill. See section " <a href="#">7.1.6.1 Member Selection History</a> " for details on the Member Selection page
Mobilization Status	The member's overall Mobilization Status in relation to all requirements. Available values are: <b>Active</b> – Member has submitted an application for a requirement OR member has been added as a BNC or Selected member to a requirement <b>Selected</b> – Member has been selected to fill a requirement, but not yet sourced. <b>NOTE:</b> A member is 'Selected' if the Select box is checked for the member in the candidate pool for a requirement AND the member has not been 'Sourced', 'Mobilized' or 'Demobilized' to the requirement <b>Sourced</b> – Member has been sourced to another requirement. <b>NOTE:</b> A member is 'Sourced' if the Tasking Status on the Member Source page is Partially Sourced or Fully Sourced AND the member has not been 'Mobilized' or 'Demobilized' to the requirement <b>Mobilized</b> – Member has been mobilized to the requirement. Updates to this status when a Mobilization Date is entered <b>Demobilized</b> – Member has been demobilized from the requirement. Updates to this status when a Demobilization Date is entered
Rank	Rank of the member
Reg Region	Reg Region of the member
Clearance	Security Clearance of the member
Deptid	Current department id of the member
Dept Name	Current department name of the member
SPO Deptid	SPO department id of the member
Command Approval	Command approval status for the application the self-service member submitted to the requirement. Available values are: <b>Pending</b> – The command approval is still pending <b>Approved</b> – The command has approved the member's application <b>Denied</b> – The command has denied the member's application <b>Withdrawn</b> – The member has withdrawn their application from consideration OR a sql script was run to withdraw the command's approval <b>Blank</b> – Command approval not applicable. Member was added as a BNC or Selected candidate type
Approver Name	Name of the command approver the self-service member submitted their resume approval request to
Rank	Rank of the member that approved the member's application
Approver Deptid	Deptid of the member that approved/denied the member's application
Selected	Used to select a member for the specific requirement.  This must be checked in order to source member to the requirement. Only one member can be selected for a requirement. Once checked and the page saved, the requirement status will update to <b>Filled</b>
Sourced	Display only checkbox used to indicate the member has been sourced to the specific requirement. Checkbox automatically updates to checked when Tasking Status Partially Sourced or Fully Sourced is selected on the Member Source page

	Allows authorized users to delete candidates from the Candidate Pool. Deleting the candidate will remove the candidate's sourcing record for the related requirement. <b>NOTE:</b> Members with an order linked to the requirement cannot be deleted. Members with an Incident Check-In Date on the Member Processing page cannot be deleted
Member Empl ID	Used to search for the emplid of the member that will be added to the requirement
Empl Record	Used to search for the empl record of the member that will be added to the requirement.  This action is important for members with more than one active employment record. Users must be sure to select the correct Empl Record to avoid sourcing an incorrect employment instance
Add to List	Used to add the candidate to the list once the Member Empl ID and Empl Record have been selected

### 7.1.6.1 Member Selection History

The Member Selection History page shows a list of requirements the member has applied to or been added to; the member's selection history; and the member's sourcing history.

**Sourced Member**

Empl ID:

Rank: LT

Current Dept: 007847 SEC LAKE MICH CP/IRONS ST

Begin Date: 12/01/2017

Duration (Days): 121

**Candidates**

Type	Empl ID	Name	Mobilization Status
1 Selected	<input type="text"/>	<input type="text"/>	Mobilized
2 Selected	<input type="text"/>	<input type="text"/>	Active

Member Empl ID:

Empl Record:

**Member Selection History**

Empl ID:  Empl Rcd: 0

Requirements Member has been Selected for

Request Nbr	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Application Date	Selected
1 10000002	DEEP WATER OPS 1	10002	MALFO - ARE	Partially Sourced	03/13/2017	11/30/2018		<input checked="" type="checkbox"/>
2 10000002	DEEP WATER OPS 1	10006	MALFO - IA	Open	03/13/2017	09/30/2018		<input type="checkbox"/>
3 10000006	YELLOW OPS SUPPORT 2	10001	CDAT	Partially Sourced	03/13/2017	11/30/2017		<input checked="" type="checkbox"/>
4 10000006	YELLOW OPS SUPPORT 2	10005	PST CACO	Cancelled	03/13/2017	11/30/2017		<input type="checkbox"/>
5 10000009	YELLOW OPS SUPPORT 4	10002	PST CACO	Draft	03/13/2017	11/30/2017		<input type="checkbox"/>

**Member Sourcing History**

Sourcing Status	Request Nbr	Request Title	Requirement Nbr	Requirement Title	Source Begin	Source End	Sourcing Date	Member Status
Partially Sourced	10000002	DEEP WATER OPS 1	10002	MALFO - ARE	12/01/2017	03/31/2018	03/16/2017	Sourced
Partially Sourced	10000006	YELLOW OPS SUPPORT 2	10001	CDAT	03/16/2017	10/30/2017	03/16/2017	Mobilized

### 7.1.7 Requirement Approval


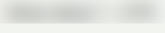

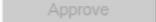
The Requirement Approval page captures the approval status of the requirement.


Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	<b>Requirement Approval</b>	Audit
---------------------	---------------------	---------------------	------------	-----------------------------	-------

<b>Request Nbr:</b>	10000009	<b>Request Title:</b>	YELLOW OPS SUPPORT 4	<b>Request Type:</b>	Individual Augmentation
<b>Requirement Nbr:</b>	10003	<b>Title:</b>	PST CACO	<b>Requirement Status:</b>	Filled
<b>Begin Date:</b>	03/13/2017	<b>End Date:</b>	11/30/2017	<b>Duration (Days):</b>	263.0

<b>Route for Approval</b>	
Approver:	  
<b>Approver Dept:</b>	002817 RESERVE PERS MGMT
<b>Approval Status:</b>	Approved
<b>Comments:</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	
<b>Requirement Approval Comments</b>	
No Comments Entered	

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Route for Approval</b>	
Approver	Emplid and name of the user that approved the requirement. Auto-displays once the approve hits the Approve button
Approver Dept	Department of the approver of the requirement. Auto-displays once approver hits the Approve button
Approval Status	Approval status of the specific requirement. Available values are: <b>Approved</b> – Approver has approved the requirement <b>Cancelled</b> – User has cancelled the requirement
Comments	Allows the user to enter comments regarding the requirement approval or cancellation. <b>NOTE:</b> Users are required to enter comments for requirement cancellations
Cancel	Allows authorized users to cancel the requirement from this page.  Requirements that are linked, by Trans ID, to a Direct Access RSV Order

	cannot be cancelled from Mobilization. Users will be required to cancel the RSV Order. Once the order is cancelled, the associated requirement will be cancelled
Approve	Allows the approver to approve the requirement from this page
Requirement Approval Comments	Will display all comments, with a date and time stamp, entered on the Requirement Approval page

## 7.1.8 Requirement Audit

The Requirement Audit page shows an audit record of changes to the Requirement Details component and requirement approval and cancellation.

Requirement Details
Requirement Posting
Receiving Dept Info
Candidates
Requirement Approval
**Audit**

Request Nbr: 10000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation  
Requirement Nbr: 10003 Title: PST CACO Requirement Status: Filled  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Approval History

Requestor ID	Name	Approver ID	Name	Datetime Modified	Approval Status	Comments
1				03/14/2017 3:01:07PM	Approved	

Requirement Details
Summary
Requirement Details
Required Information
Candidate Info
(122)

User ID	Name	Datetime Modified	Action	Audit Record Name
1		03/15/2017 12:23:22PM	Change	CG_MOBREQ_CANDS
2		03/15/2017 12:23:22PM	Change	CG_MOB_REQMNTS
3		03/15/2017 10:45:54AM	Add	CG_MOBREQ_CANDS
4		03/15/2017 10:37:51AM	Add	CG_MOBREQ_CANDS
5		03/14/2017 3:01:07PM	Change	CG_MOB_REQMNTS
6		03/14/2017 2:30:12PM	Add	CG_MOBREQ_CANDS
7		03/14/2017 2:30:12PM	Add	CG_MOB_REQMNTS
8		03/14/2017 2:30:12PM	Add	CG_MOBREQ_SPCLS

Requirement Details
Requirement Posting
Receiving Dept Info
Candidates
Requirement Approval
**Audit**

Request Nbr: 10000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation  
Requirement Nbr: 10003 Title: PST CACO Requirement Status: Filled  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Approval History

Requestor ID	Name	Approver ID	Name	Datetime Modified	Approval Status	Comments
1				03/14/2017 3:01:07PM	Approved	

Requirement Details
Summary
**Requirement Details**
Required Information
Candidate Info
(122)

User ID	Name	Datetime Modified	Action	Requirement Title	Requirement Status	Mission Classification	Begin Date	End Date	Grouping Category	ICS Command	ICS Section
1		03/15/2017 12:23:22PM	Change								
2		03/15/2017 12:23:22PM	Change	PST CACO	Open	Volunteer	03/13/2017	11/30/2017	AC	UCSB	Command
3		03/15/2017 10:45:54AM	Add								
4		03/15/2017 10:37:51AM	Add								
5		03/14/2017 3:01:07PM	Change	PST CACO	Open	Volunteer	03/13/2017	11/30/2017	AC	UCSB	Command
6		03/14/2017 2:30:12PM	Add								

## Direct Access Mobilization System User Guide

Requirement Details
Requirement Posting
Receiving Dept Info
Candidates
Requirement Approval
**Audit**

Request Nbr: 10000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation  
Requirement Nbr: 10003 Title: PST CACO Requirement Status: Filled  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Approval History

Requestor ID Name Approver ID Name Datetime Modified Approval Status Comments

1 03/14/2017 3:01:07PM Approved

Requirement Details

Summary Requirement Details **Required Information** Candidate Info

User ID	Name	Datetime Modified	Action	Geographic Location	POC	POC Name	Secondary POC	Special Instructions
1		03/15/2017 12:23:22PM	Change					
2		03/15/2017 12:23:22PM	Change	JA4030000				
3		03/15/2017 10:45:54AM	Add					
4		03/15/2017 10:37:51AM	Add					
5		03/14/2017 3:01:07PM	Change	JA4030000				
6		03/14/2017 2:30:12PM	Add					

Requirement Details
Requirement Posting
Receiving Dept Info
Candidates
Requirement Approval
**Audit**

Request Nbr: 10000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation  
Requirement Nbr: 10003 Title: PST CACO Requirement Status: Filled  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Approval History

Requestor ID Name Approver ID Name Datetime Modified Approval Status Comments

1 03/14/2017 3:01:07PM Approved

Requirement Details

Summary Requirement Details Required Information **Candidate Info**

User ID	Name	Datetime Modified	Action	Candidate Type	Candidate	Candidate Name	Approver Name	Approval Status	Selected
1		03/15/2017 12:23:22PM	Change	BNC					<input type="checkbox"/>
2		03/15/2017 12:23:22PM	Change						<input type="checkbox"/>
3		03/15/2017 10:45:54AM	Add	Selected					<input type="checkbox"/>
4		03/15/2017 10:37:51AM	Add	Volunteer				Pending	<input type="checkbox"/>
5		03/14/2017 3:01:07PM	Change						<input type="checkbox"/>
6		03/14/2017 2:30:12PM	Add	BNC					<input type="checkbox"/>

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Approval History</b>	
Requestor ID	Emplid of the user who approved the requirement
Name	Name of the user who approved the requirement



Approver ID	Emplid of the user who approved the requirement
Name	Name of the user who approved the requirement
Datetime Modified	Date and time the approval request was modified
Approval Status	Status of the requirement approval
Comments	Comments entered when approving or cancelling the requirement
<b>Requirement Details – Summary</b>	
User ID	Emplid of the user who created or modified the requirement
Name	Name of the user who created or modified the requirement
Datetime Modified	Date and time the requirement was modified
Action	Action that was taken on the requirement
Audit Record Name	Name of the table that was updated when requirement was updated
<b>Requirement Details – Requirement Details</b>	
Requirement Title	Title of the requirement
Requirement Status	Status of the requirement
Mission Classification	Mission Classification of the requirement
Begin Date	Begin Date of the requirement
End Date	End Date of the requirement
Grouping Category	Grouping Category of the requirement
ICS Command	ICS Command of the requirement
ICS Section	ICS Section of the requirement
<b>Requirement Details – Required Information</b>	
Geographic Location	Geographical Location of the requirement
POC	Emplid of the destination department POC
POC Name	Name of the destination department POC
Secondary POC	Emplid of the destination department secondary POC
Special Instructions	Special Instructions associated with the requirement
<b>Requirement Details – Candidate Info</b>	
Candidate Type	Candidate Type of BNC or Volunteer
Candidate	Emplid of candidate added to the requirement
Candidate Name	Name of candidate added to the requirement
Approver Name	Name of the command approver the self-service member submitted their resume approval request to
Approval Status	Status of member's resume approval
Selected	Indicates if member has been selected for the requirement

## 7.2 Mass Update Requirements

The Mass Update functionality provides users the ability to mass update details for multiple requirements at one time. Follow the steps below to mass update.

1. Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirements that need to be updated.
2. Once on the Request Data page, click the Manage Requirements tab.
3. Use the Select All button or Select checkboxes to select the requirements to be updated.

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Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  Populate [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details Sourcing & Approval Info

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

Select All Deselect All Approve Group Action:  Go

- Click the [Mass Update](#) link.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  Populate [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details Sourcing & Approval Info

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input checked="" type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The Mass Update Summary page will display all requirements selected for update on the Manage Requirements page. **NOTE:** The user can click the Cancel button at the bottom of the page at any time to return to Manage Requirements.

**Mass Update Summary** Requirement Details Receiving Dept Info

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2

Request Nbr	Requirement Nbr	Requirement Title	Team Title	Requirement Status	Begin Date	End Date	Tasking Command
1 10000006	10001	PST CACO		Open	03/13/2017	11/30/2017	PAC
2 10000006	10002	PST CACO		Open	03/13/2017	11/30/2017	PAC
3 10000006	10003	PST CACO		Open	03/13/2017	11/30/2017	PAC
4 10000006	10004	PST CACO		Open	03/13/2017	11/30/2017	PAC

OK Cancel Apply

[Mass Update Summary](#) | [Requirement Details](#) | [Receiving Dept Info](#)

- Click the Requirement Details tab.

Mass Update Summary Requirement Details Receiving Dept Info								
Request Nbr: 10000103			Request Title: BLUEOPS=SECHOU-212399					
Request Nbr	Requirement Nbr	Requirement Title	Team Title	Requirement Status	Begin Date	End Date	Tasking Command	
1	10000103	10001 MTSLS3		Draft	02/01/2017	09/30/2017	DOL	
2	10000103	10002 MTSLS3		Open	02/01/2017	09/30/2017	DOL	
3	10000103	10003 MTSLS3		Draft	02/01/2017	09/30/2017	DOL	
4	10000103	10004 MTSLS3		Draft	02/01/2017	09/30/2017	DOL	
5	10000103	10005 MTSLS3		Open	02/01/2017	09/30/2017	DOL	

The Requirement Details page will display.

Mass Update Summary Requirement Details Receiving Dept Info			
Requirement Information			
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2
Force Element:	<input type="text"/>	Request Type:	Individual Augmentation
Title:	<input type="text"/>	Operational Category:	<input type="text"/>
Team Title:	<input type="text"/>	Mission Classification:	<input type="text"/>
Begin Date:	<input type="text"/>	Available for Volunteers:	<input type="checkbox"/>
End Date:	<input type="text"/>	Duration (Days):	<input type="text"/>
Command Information			
Grouping Category:	CS	CONTINGENCY SUPPORT	Tasking Command:
ICS Command:	<input type="text"/>		ICS Section:
Member Information			
Reg Region:	<input type="text"/>	Business Unit:	<input type="text"/>
Rating:	<input type="text"/>	Security Clearance:	<input type="text"/>

- Follow steps 4-5 in section [“6.3 Add New Requirement to Request”](#) to complete the Requirement Details and Receiving Dept Info pages.

**!** The Requirement Details page will be used to update requirement information for all requirements selected on the Manage Requirements page. The Requirement Details and Receiving Dept Info pages will be blank. Users will have to manually complete the data fields that should be updated as part of the mass update. **If data is entered in a field on the mass update pages, the changes will be applied to all selected requirements upon saving. If a data field is left blank, no changes will be made to those fields on the selected requirements. Adding values to any of the grids (Grades, Competencies, Degrees, Courses, etc.) will add values to the grids on the requirements being updated. The Mass Update process will not delete values from any requirement grid.**

- Click the Apply button on the Receiving Dept Info page once complete. A **Saved** message will appear in the upper right corner of the page.

8. Click the OK button at the bottom of the page.

You will be returned to the Manage Requirements page of the selected requirements. A message will display with the requirements numbers for the updated requirements.

9. Click the OK button.
10. Follow the steps in section [“8.2 Mass Approve Multiple Requirements”](#) if requirements are in a **Draft** status and need to be approved.

### 7.3 Add Existing Requirement

The Add Existing Requirements link takes the user to the Mass Add Requirements page. This page is used to add an existing requirement to a new or existing request. Follow the steps below to add existing requirements to a request.

1. Follow the steps in section [“6.1 Viewing Request Information”](#) to find an existing request that needs to have existing requirements added.
2. Once on the Request Data page, click the Manage Requirement tab.

- Click the [Add Existing Requirement](#) link.

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The Add Requirements page will display.

The top of the Add Requirements page will display a grid for the existing request and requirements that the user is adding to the new request.

The bottom of the Add Requirements page will display a grid for the requirements that have been selected to add to the new request.

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** The user can click the Cancel button at the bottom of the page at any time to return to Manage Requirements.

- Use the Request Nbr field to lookup the request that you would like to select requirements from.

A list of existing requirements that are attached to the request will display in the top grid.

**Add Requirements**

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation

Request Nbr:  YELLOW OPS SUPPORT 4

Grid displays requirements that are attached to the request in the Request Nbr search field

	Requirement Nbr	Requirement Title	Title	Select
1	10001	PST CACO	REQUEST LEAD	<input type="checkbox"/>
2	10002	PST CACO	TEAM	<input type="checkbox"/>
3	10003	PST CACO	CLONE TEAM	<input type="checkbox"/>
4	10004	PST CACO		<input type="checkbox"/>
5	10005	PST CACO	CLONE TEAM	<input type="checkbox"/>
6	10006	PST CACO		<input type="checkbox"/>

Select All Unselect All Add Row(s)

- Use the Select All button or Select checkboxes to select the requirements that should be added to the request.
- Click the Add Row(s) button.

**Add Requirements**

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation

Request Nbr:  YELLOW OPS SUPPORT 4

	Requirement Nbr	Requirement Title	Team Title	Select
1	10001	PST CACO	CLONE REQUEST LEAD	<input checked="" type="checkbox"/>
2	10002	PST CACO	CLONE TEAM	<input checked="" type="checkbox"/>
3	10003	PST CACO	CLONE TEAM	<input type="checkbox"/>
4	10004	PST CACO		<input type="checkbox"/>
5	10005	PST CACO	CLONE TEAM	<input checked="" type="checkbox"/>
6	10006	PST CACO		<input checked="" type="checkbox"/>

Select All Unselect All Add Row(s)

The selected requirements will display in the bottom grid to be added to the new request.

- Repeat steps 4-6 to add additional requirements from other request(s), as needed.
- Once all requirements have been added, complete the New Requirements grid fields as indicated below.

**Add Requirements**

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation

Request Nbr:  Request Title: YELLOW OPS SUPPORT 4



	Requirement Nbr	Requirement Title	Team Title	Select
1	10001	PST CACO	CLONE REQUEST LEAD	<input checked="" type="checkbox"/>
2	10002	PST CACO	CLONE TEAM	<input checked="" type="checkbox"/>
3	10003	PST CACO	CLONE TEAM	<input type="checkbox"/>
4	10004	PST CACO		<input type="checkbox"/>
5	10005	PST CACO	CLONE TEAM	<input checked="" type="checkbox"/>
6	10006	PST CACO		<input checked="" type="checkbox"/>

Select All Unselect All Add Row(s)

**New Requirements**

Requirement Details Candidate Details

	Request Nbr	Requirement Nbr	Requirement Title	Team Title	Rate	Security Clearance
1	10000006		PST CACO	CLONE REQUEST LEAD	AET	TS
2	10000006		PST CACO	CLONE TEAM	AMT	TS
3	10000006		PST CACO	CLONE TEAM	AMT	TS
4	10000006		PST CACO			

Field	Description/Instructions
<b>New Requirements – Requirement Details</b>	
Request Nbr	Display only Request Number of the request the requirements are being added to
Requirement Nbr	Blank field for new requirement numbers that will be generated
Requirement Title	Display only Requirement Title of the requirements that are being added to the request
Team Title	Team Title from the existing requirements that are being added to the request. Update the Team Title as needed
Rate	Rate from the existing requirements that are being added to the request. Update the Rate as needed
Security Clearance	Security Clearance from the existing requirements that are being added to the request. Update the Security Clearance as needed
<b>New Requirements – Candidate Details</b>	
Empl ID	Enter the Emplid of the member that should be added to the requirement as a BNC
Empl Record	Click the Empl Record number field to select the member's correct employment record.  This action is important for members with more than one active employment record. Users must be sure to select the correct Empl Record to avoid adding and sourcing an incorrect employment instance
Name	Display only name of the member added to the requirement
	Allows the user to delete requirements that should not be added to the request from the list

9. Click the Apply button on the bottom of the page once complete. A **Saved** message will appear in the upper right corner of the page.

**New Requirements** Personalize | Find | View All | [Icons] First 1-4 of 4 Last

Requirement Details **Candidate Details** [Add]

	Request Nbr	Requirement Nbr	Requirement Title	Empl ID	Empl Record	Name	
1	10000006		PST CACO		0		-
2	10000006		PST CACO		0		-
3	10000006		PST CACO		0		-
4	10000006		PST CACO		0		-

OK Cancel **Apply**

**NOTE:** The new Requirement Numbers will be generated and display in the grid. The numbering for the Requirement Numbers will be in sequential order following the numbering for the requirements currently on the request.

**New Requirements** Personalize | Find | View All | [Icons] First 1-4 of 4 Last

Requirement Details **Candidate Details** [Add]

	Request Nbr	Requirement Nbr	Requirement Title	Empl ID	Empl Record	Name	
1	10000006	10005	PST CACO		0		-
2	10000006	10006	PST CACO		0		-
3	10000006	10007	PST CACO		0		-
4	10000006	10008	PST CACO		0		-

10. Click the OK button at the bottom of the page. The user will be taken back to the Manage Requirements page.

**New Requirements** Personalize | Find | View All | [Icons] First 1-4 of 4 Last

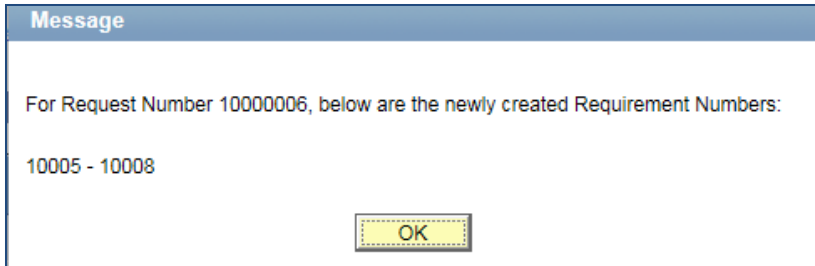
Requirement Details **Candidate Details** [Add]

	Request Nbr	Requirement Nbr	Requirement Title	Empl ID	Empl Record	Name	
1	10000006	10005	PST CACO		0		-
2	10000006	10006	PST CACO		0		-
3	10000006	10007	PST CACO		0		-
4	10000006	10008	PST CACO		0		-

**OK** Cancel Apply

The user will be returned to the Manage Requirements page for the request the requirements were added to. A message will display with the requirement numbers for the newly added requirements.





11. Click the OK button.
12. Click the Populate button to refresh the grid with the newly added requirements.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  **Populate** [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

**Requirement Information** Personalize Find View All

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA

The new requirements will display in the grid with a status of **Draft**.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  **Populate** [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

**Requirement Information** Personalize Find View All

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10008	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

13. Follow the steps in section [“8.2 Mass Approve Multiple Requirements”](#) if the requirements need to be approved.

## 7.4 Clone Requirement

Users can clone requirements via the **Manage Requirements** and **Requirement Details** pages. The Clone Requirement functionality on the **Manage Requirements** page allows the user to clone one or many requirements at one time. The Clone Requirement functionality on the **Requirement Details** page allows the user to clone a single requirement multiple times.

Follow the steps in section “[7.4.1 Clone Requirement via Manage Requirements](#)” to clone one or multiple requirements at one time. Follow the steps in section “[7.4.2 Clone Requirement via Requirement Details](#)” to clone a single requirement multiple times.

## 7.4.1 Clone Requirement via Manage Requirements

1. Click the [Mobilization Request](#) link in the portal pagelet.

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the steps in section “[6.1 Viewing Request Information](#)” to search for an existing request.
3. Once on the Request Data page, click the Manage Requirements tab.
4. Use the Select All button or Select checkboxes to select the requirement(s) to clone.

Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

5. Click the [Clone Requirement](#) link.

Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input checked="" type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The selected requirements will be cloned and added to the request with new requirement numbers in a **Draft** status.

- Follow the steps in section “[8.2 Mass Approve Multiple Requirements](#)” if the requirements need to be approved.

## 7.4.2 Clone Requirement via Requirement Details

- Follow the steps in section “[7.1 Viewing Requirement Information](#)” to search for an existing requirement via [Mobilization Request](#) or the [Requirement Navigator](#).
- Once on the Requirement Details page, click the Clone Requirement button.

The Clone Requirements page will appear.

- Enter the **Number of New Requirements** in the available field.

- Click the Apply button on the bottom of the page once complete. A **Saved** message will appear in the upper right corner of the page.

Clone Requirements

Request Nbr:

Requirement Nbr:

Number of New Requirements:

10000004

10001

5

New Requirements

Personalize | Find | View All | First 1 of 1 Last

	New Requirement Nbr	Requirement Title
1		

OK

Cancel

Apply

The new Requirement Numbers and Requirement Titles will display in the grid.

Clone Requirements

Request Nbr:

Requirement Nbr:

Number of New Requirements:

10000004

10001

5

New Requirements

Personalize | Find | View All | First 1-5 of 5 Last

	New Requirement Nbr	Requirement Title
1	10007	PST CACO
2	10008	PST CACO
3	10009	PST CACO
4	10010	PST CACO
5	10011	PST CACO

- Click the OK button at the bottom of the page.

Clone Requirements

Request Nbr:

Requirement Nbr:

Number of New Requirements:

10000004

10001

5

New Requirements

Personalize | Find | View All | First 1-5 of 5 Last

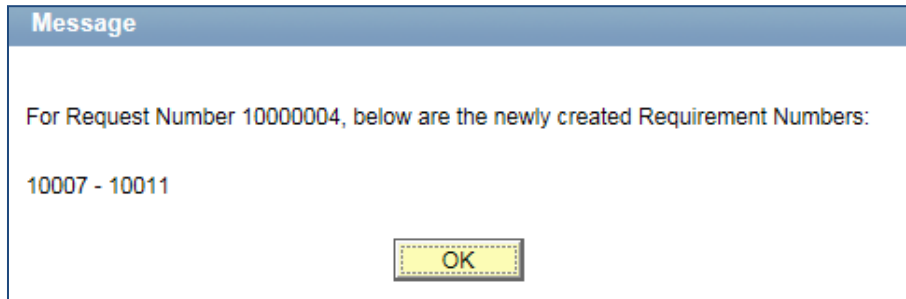
	New Requirement Nbr	Requirement Title
1	10007	PST CACO
2	10008	PST CACO
3	10009	PST CACO
4	10010	PST CACO
5	10011	PST CACO

OK

Cancel

Apply

The user will be returned to the Requirement Details page for the requirement that was cloned. A message will display with the requirement numbers for the new requirements.



6. Click the OK button.

7. Close the Requirement Details tab.

You will be returned to the Manage Requirements page.

8. Click the Populate button to refresh the grid with the newly cloned requirements.

Request Data										
Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1										
Requirement Status: <input type="text"/> <a href="#">Populate</a> <a href="#">Create New Requirement</a> <a href="#">Add Existing Requirement</a> <a href="#">Clone Requirement</a> <a href="#">Mass Update</a> <a href="#">Delete Requirement</a> <a href="#">Generate RFE</a>										
Requirement Information										
Requirement Details										
Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF
<input type="checkbox"/>	100001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>

The newly cloned requirements will display in the grid in a **Draft** status.

Request Data										
Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1										
Requirement Status: <input type="text"/> <a href="#">Populate</a> <a href="#">Create New Requirement</a> <a href="#">Add Existing Requirement</a> <a href="#">Clone Requirement</a> <a href="#">Mass Update</a> <a href="#">Delete Requirement</a> <a href="#">Generate RFE</a>										
Requirement Information										
Requirement Details										
Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF
<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10008	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10009	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10010	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>
<input type="checkbox"/>	10011	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>

- Follow the steps in section “[8.2 Mass Approve Multiple Requirements](#)” if the new requirements need to be approved.

## 7.5 Delete Requirement

The Delete Requirement link allows authorized users the ability to delete requirements from a request. Requirements, in any status, that have candidates listed in the candidate pool cannot be deleted.

- Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirement(s) that need to be deleted.
- Once on the Request Data page, click the Manage Requirements tab.
- Use the Select All button or Select checkboxes to select the requirement(s) to be deleted.

**NOTE:** Requirements, in any status, that have candidates listed in the candidate pool cannot be deleted.

Request Data | **Manage Requirements** | Audit

Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10008	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10009	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10010	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10011	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

- Click the [Delete Requirement](#) link.

Request Data | **Manage Requirements** | Audit

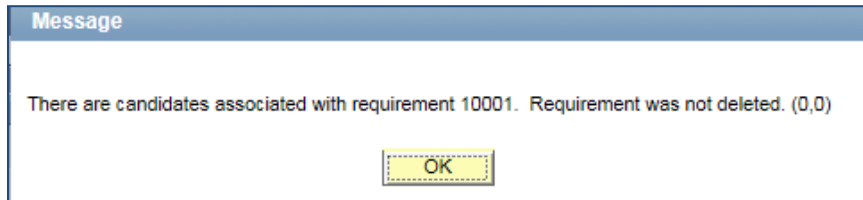
Request Nbr: 10000101 Date Created: 02/22/2017 Request Type: Individual Augmentation Request Title: BLUEOPS-SECCHOU-212300

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input checked="" type="checkbox"/>	10013	CDAT	Draft	Critical		03/01/2017	10/31/2017		DOL	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10015	CDAT	Draft	Critical		03/01/2017	10/31/2017		DOL	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10016	CDAT	Draft	Volunteer		03/01/2017	10/31/2017		DOL	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10017	CDAT	Draft	Volunteer		03/01/2017	10/31/2017		DOL	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10018	CDAT	Draft	Critical		03/01/2017	10/31/2017		DOL	<input type="checkbox"/>	<input type="checkbox"/>

The selected requirements will be deleted. If a candidate is associated with a selected requirement, users will get the message below.



- Click the OK button.

The deleted requirements will no longer appear in the grid results. The grid results will now show as missing requirements and requirement numbers.

Request Data

Manage Requirements

Audit

Request Nbr: 10000004

Date Created: 03/14/2017

Request Type: Individual Augmentation

Request Title: YELLOW OPS 1

Requirement Status:

Populate

Create New Requirement

Add Existing Requirement

Clone Requirement

Mass Update

Delete Requirement

Generate RFF

Requirement Information

Personalize | Find | View All | 1-6 of 6 | Last

Requirement Details

Sourcing & Approval Info

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

## 7.6 Generate RFF

The Generate RFF link is used to generate the Request for Forces message for the selected requirements. The message can be generated for any requirement in any status.

- Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirements that you wish to generate a RFF for.
- Once on the Request Data page, click the Manage Requirements tab.
- Use the Select All button or Select checkboxes to select the requirements that should be included in the RFF.

Request Data **Manage Requirements** Audit

Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1

Requirement Status: 

Populate

[Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)

[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details

Sourcing & Approval Info

1229

Personalize | Find | View All |  First 1-6 of 6 Last

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

Select All

Deselect All

Approve

Group Action: 

Go

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

4. Click the [Generate RFF](#) link.

Request Data **Manage Requirements** Audit

Request Nbr: 1000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)

[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details [Sourcing & Approval Info](#) [\[...\]](#) Personalize | Find | View All | [\[...\]](#) First 1-6 of 6 Last

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input checked="" type="checkbox"/>	10001	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10002	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The RFF message will appear with the request and requirement data for the selected requirements.

Request Nbr: 10000090 Date Created: 12/15/2016 Request Type: Pre defined Requirement Request Title: BLUEOPS-SECHOU-212398 List

FM (OPERATIONAL UNIT)

TO COMPACAREA COGARD ALAMEDA CA //PAC-3// or;  
COMLANTAREA COGARD PORTSMOUTH VA //LANT-3// or;  
Service/Logistics Center [Units under SC or LC cognizance] or;  
Sector and District [For District/Sector units]  
INFO COMCOGARD PSC ARLINGTON VA //PSD-SSB//  
COGARD DOL NORFOLK VA

=====

You will cut and paste the below message info into Admin OIX. You will have to enter data into Fields with {XXXX}. You will delete duplicate Request and Requirement Info or irrelevant information from the message.

=====

SUBJ: REQUEST FOR FORCES ISO BLUEOPS-SECHOU-212398, SECTORSANDIEGO: ISC 213RR # {XXXX} REQUEST# 10000090

A. OBTAINING PERSONNEL RESOURCES TO MEET SURGE REQUIREMENTS, COMDTINST 5400.1 (SERIES)  
B. LANTAREAINST 1330.1, SHORT-TERM PERSONNEL SUPPORT WITHIN ATLANTIC AREA  
C. PACAREEAINST 13301.1C, SHORT-TERM PERSONNEL SUPPORT FOR OPERATIONAL AND SUPPORT UNITS WITHIN THE PACIFIC AREA  
D. COAST GUARD COMPETENCY MANAGEMENT SYSTEM MANUAL, COMDTINST M5300.2 (SERIES)

1. REQUEST FOR FORCES FOR {CG LANTAREA}. REQUEST IS MISSION CRITICAL AND REQUIRES PERSONNEL TO REPORT WITHIN {24/48/72} HOURS OR IAW WITH BELOW REQUIREMENTS:

REQUEST	REQUIREMENT	TITLE	RATE	GRADE	COMP	BEGIN DATE	END DATE
10000090	10003	COAST GUARD AIDS TO NAVIGATION TEAM	ANY	E4, E5, O3, O3E, O4		2016-12-19	2017-04-30
10000090	10010	LOGS SUPPORT	ANY	E10, E8, E9, O1, O1E, O2, O2E, O3, O3E		2016-01-01	2016-12-31

2. REQUIRED CAPABILITIES:  
3. RECEIVING UNIT POCs:  
A. PRIMARY POC: \_\_\_\_\_, PHONE: \_\_\_\_\_, EMAIL: \_\_\_\_\_  
B. SECONDARY POC: \_\_\_\_\_, PHONE: \_\_\_\_\_, EMAIL: \_\_\_\_\_

4. COMMAND HAS IDENTIFIED POSSIBLE CANDIDATE/S TO FILL REQUIREMENTS ABOVE, REQUEST COMMAND APPROVAL PLEASE SEE REQUIREMENT FOR DETAILS:

REQUEST	REQUIREMENT	EMPLID	NAME	CURRENT DEPT	RANK
10000090	10003			007847	LT
10000090	10010			002817	MST1

5. REPORTING INSTRUCTIONS

REQUEST	REQUIREMENT	REPORTING INSTRUCTIONS
10000090	10003	test
10000090	10010	

B. PaA Office (Admin) shall take for action. Member(s) shall not depart without orders in hand.  
C. RESERVIST/S ARE MINDED TO NOTIFY THEIR EMPLOYER, PREFERABLY IN WRITING, THAT THEY HAVE BEEN RECALLED TO ACTIVE DUTY

6. ORDERS INFORMATION  
A. QUARTERS: {XXXX}  
B. MESSING: {XXXX}  
C. DIRECTED MODE OF TRANSPORTATION: {XXXX}  
D. REIMBURSEMENT FOR BAGGAGE FEES IS AUTHORIZED.  
E. WORK RELATED TELCOM FEES MAY BE CLAIMED WITH RECIEPTS.  
F. OTHER SPECIAL INSTRUCTIONS:

7. REQUESTED BY INFO:  
NAME: PERS4  
PHONE:  
EMAIL:

5. Copy, paste, and edit the message as needed.



- Click the Return to Search button when complete.

The user will be returned to the Manage Requirements page. The selected requirements will now have a check displayed in the RFF column of the Requirement Information grid.

Request Data: <b>Manage Requirements</b> Audit												
Request Nbr: 10000004 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS 1												
Requirement Status: <input type="text"/> Populate <a href="#">Create New Requirement</a> <a href="#">Add Existing Requirement</a> <a href="#">Clone Requirement</a>												
Mass Update Delete Requirement Generate RFF												
Requirement Information Personalize Find View All 1-6 of 6 Last												
Requirement Details Sourcing & Approval Info												
Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template	
1 <input type="checkbox"/>	<a href="#">10001</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 <input type="checkbox"/>	<a href="#">10002</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 <input type="checkbox"/>	<a href="#">10003</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
4 <input type="checkbox"/>	<a href="#">10004</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
5 <input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
6 <input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	

## 8 REQUIREMENT APPROVALS AND CANCELLATIONS

This section provides instructions for approving and cancelling Mobilization Requirements.

### 8.1 Approve a Single Requirement

- Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirement that you wish to approve.
- Once on the Request Data page, click the Manage Requirements tab.
- Select the requirement number link for the Draft requirement that needs to be approved

Request Data: <b>Manage Requirements</b> Audit												
Request Nbr: 10000009 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 4												
Requirement Status: <input type="text"/> Populate <a href="#">Create New Requirement</a> <a href="#">Add Existing Requirement</a> <a href="#">Clone Requirement</a>												
Mass Update Delete Requirement Generate RFF												
Requirement Information Personalize Find View All 1-6 of 6 Last												
Requirement Details Sourcing & Approval Info												
Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template	
1 <input type="checkbox"/>	<a href="#">10001</a>	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
2 <input type="checkbox"/>	<a href="#">10002</a>	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
3 <input type="checkbox"/>	<a href="#">10003</a>	PST CACO	Filled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 <input type="checkbox"/>	<a href="#">10004</a>	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	
5 <input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6 <input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>	

The user will be taken to the Requirement Details component.

- Click the Requirement Approval tab.

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
<b>Requirement Information</b>											
Request Nbr:	10000009	Request Title:	YELLOW OPS SUPPORT 4				Request Type:	Individual Augmentation			
Requirement Nbr:	10001						Requirement Status:	Draft			
Force Element:	222		PERSONNEL SUPPORT TEAM CASUALTY ASSISTANCE CALLS				*Operational Category:	Operational Support			
*Title:	PST CACO						*Mission Classification:	Volunteer			
Team Title:	CLONE REQUEST LEAD						Available for Volunteers:	<input checked="" type="checkbox"/>			
*Begin Date:	03/13/2017	*End Date:	11/30/2017		Duration (Days):	263.0		<a href="#">Clone Requirement</a>			

5. Enter comments, if applicable and click the Approve button at the bottom of the page.

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
Request Nbr:	10000009	Request Title:	YELLOW OPS SUPPORT 4				Request Type:	Individual Augmentation			
Requirement Nbr:	10001	Title:	PST CACO				Requirement Status:	Draft			
Begin Date:	03/13/2017	End Date:	11/30/2017		Duration (Days):	263.0					
<b>Route for Approval</b>											
Approver:							<a href="#">Cancel</a>				
Approver Dept:											
Approval Status:											
Comments:											
						<a href="#">Approve</a>					
<b>Requirement Approval Comments</b>											
No Comments Entered											

The Requirement Status will update to **Open** and the Approval status will show as **Approved**. Any comments entered will display in the Requirement Approval Comments box with a date and time stamp.

Requirement Details Requirement Posting Receiving Dept Info Candidates **Requirement Approval** Audit

Request Nbr: 1000009 Request Title: YELLOW OPS SUPPORT 4 Request Type: Individual Augmentation  
 Requirement Nbr: 10001 Title: PST CACO Requirement Status: Open  
 Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

**Route for Approval**

Approver: [Redacted] Cancel

Approver Dept: 002817 RESERVE PERS MGMT

Approval Status: Approved

Comments: [Text Area]

Approve

**Requirement Approval Comments**

No Comments Entered

6. Close the Requirement Details tab.
7. Click the Populate button to refresh the Manage Requirements grid.

Request Data **Manage Requirements** Audit

Request Nbr: 1000009 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 4

Requirement Status: 

Populate

[Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details Sourcing & Approval Info

Personalize | Find | View All | First 1-6 of 6 Last

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	<a href="#">10001</a>	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<a href="#">10002</a>	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<a href="#">10003</a>	PST CACO	Filled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<a href="#">10004</a>	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The approved requirement will now reflect as **Open** on the Manage Requirements page.

Request Data **Manage Requirements** Audit

Request Nbr: 1000009 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 4

Requirement Status: 

Populate

Create New Requirement

Add Existing Requirement

Clone Requirement

Mass Update

Delete Requirement

Generate RFF

Requirement Information

Personalize | Find | View All | 

First 1-6 of 6 Last

Requirement Details

Sourcing & Approval Info

Details

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	10001	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	10002	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	10003	PST CACO	Filled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	ET	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	10004	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	10005	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	10006	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

## 8.2 Mass Approve Multiple Requirements

1. Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirements that you wish to approve.
2. Once on the Request Data page, click the Manage Requirements tab.
3. Use the Select All button or Select checkboxes to select the requirements that should be included in the approval request submission.
4. Click the Approve button at the bottom of the page.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFE](#)

Requirement Information

Requirement Details Sourcing & Approval Info [Help](#)

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10005	PST CACO	Draft	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10006	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10007	PST CACO	Draft	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10008	PST CACO	Draft	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Deselect All](#) [Approve](#) Group Action:  [Go](#)

5. A message will display at the bottom of the page indicating that the ‘Selected requirements have been approved successfully’. All of the **Draft** status requirements will now reflect as **Open**.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFE](#)

Requirement Information

Requirement Details Sourcing & Approval Info [Help](#)

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10005	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10006	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10008	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

Selected requirements have been approved successfully.

## 8.3 Cancel a Single Requirement

Only authorized users will have access to cancel requirements. Requirements cannot be cancelled if a RSV Order has been initiated and linked to the requirement.

1. Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirement that you wish to cancel.
2. Once on the Request Data page, click the Manage Requirements tab.
3. Select the requirement number link for the requirement that needs to be cancelled.

Request Data

Manage Requirements

Audit

Request Nbr:

1000006

Date Created:

03/14/2017

Request Type:

Individual Augmentation

Request Title:

YELLOW OPS SUPPORT 2

Requirement Status:

Populate

Create New Requirement

Add Existing Requirement

Clone Requirement

Mass Update

Delete Requirement

Generate RFF

Requirement Information

Personalize | Find | View All | First 1 of 8 Last

Requirement Details

Sourcing & Approval Info

REF

	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
1	<input type="checkbox"/>	<a href="#">10001</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<a href="#">10002</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<a href="#">10003</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<a href="#">10004</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<a href="#">10007</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<a href="#">10008</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The user will be taken to the Requirement Details component.

4. Click the Requirement Approval tab.

Requirement Details Requirement Posting Receiving Dept Info Candidates <b>Requirement Approval</b> Audit											
Requirement Information											
Request Nbr: 1000006		Request Title: YELLOW OPS SUPPORT 2		Request Type: Individual Augmentation							
Requirement Nbr: 10007				Requirement Status: Open							
Force Element: 222		PERSONNEL SUPPORT TEAM CASUALTY ASSISTANCE CALLS		*Operational Category: Operational Support							
*Title: PST CACO				*Mission Classification: Volunteer							
Team Title: CLONE TEAM				Available for Volunteers: <input checked="" type="checkbox"/>							
*Begin Date: 03/13/2017		*End Date: 11/30/2017		Duration (Days): 263.0							
<a href="#">Clone Requirement</a>											

5. Enter comments related to the cancellation and click the Cancel button.

Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	<b>Requirement Approval</b>	Audit
---------------------	---------------------	---------------------	------------	-----------------------------	-------

Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2	Request Type:	Individual Augmentation
Requirement Nbr:	10007	Title:	PST CACO	Requirement Status:	Open
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0

**Route for Approval**

Approver: [Redacted]
Cancel

Approver Dept: 002817      RESERVE PERS MGMT

Approval Status: Approved

Comments: 

Requirement not longer valid.

Approve

The Requirement Status will update to **Cancelled** and the Approval status will show as **Cancelled**. Any comments entered will display in the Requirement Approval Comments box with a date and time stamp.

Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	<b>Requirement Approval</b>	Audit
---------------------	---------------------	---------------------	------------	-----------------------------	-------

Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2	Request Type:	Individual Augmentation
Requirement Nbr:	10007	Title:	PST CACO	<b>Requirement Status:</b>	<b>Cancelled</b>
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0

**Route for Approval**

Approver: [Redacted]
Cancel

Approver Dept:

**Approval Status:** Cancelled

Comments: 

Requirement not longer valid.

Approve

**Requirement Approval Comments**
  
  

No Comments Entered

[Redacted] at 3/16/2017 at 7:53 AM  
 Requirement not longer valid.

6. Close the Requirement Details tab.
7. Click the Populate button to refresh the Manage Requirements grid.

Request Data **Manage Requirements** Audit

Request Nbr: 1000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  **Populate** [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details Sourcing & Approval Info [RFF](#) Personalize Find View All [First](#) [1-8 of 8](#) [Last](#)

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	<a href="#">10001</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10002</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10003</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10004</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10007</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10008</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

The cancelled requirement will now reflect as **Cancelled** on the Manage Requirements page.

Request Data **Manage Requirements** Audit

Request Nbr: 1000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  **Populate** [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Requirement Details Sourcing & Approval Info [RFF](#) Personalize Find View All [First](#) [1-8 of 8](#) [Last](#)

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	<a href="#">10001</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10002</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10003</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10004</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10007</a>	PST CACO	Cancelled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10008</a>	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

## 8.4 Mass Cancel Multiple Requirements

Only authorized users will have access to cancel requirements. Requirements cannot be cancelled if a RSV Order has been initiated and linked to the requirement.

1. Follow the steps in section “[6.1 Viewing Request Information](#)” to find an existing request with the requirements that you wish to submit for cancellation.
2. Once on the Request Data page, click the Manage Requirements tab.
3. Use the Select All button or Select checkboxes to select the requirements that should be included in the cancellation request submission.

## Direct Access Mobilization System User Guide

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  Populate [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10005	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10006	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Cancelled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10008	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

4. Select the Group Action **Cancel** and click the Go button.

Request Data **Manage Requirements** Audit

Request Nbr: 10000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  Populate [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFF](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	10001	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10002	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10003	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10004	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10005	PST CACO	Open	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10006	PST CACO	Open	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10007	PST CACO	Cancelled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10008	PST CACO	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

Select All Deselect All Approve Group Action:  Cancel

5. Enter comments and click Submit for cancellation of selected requirements.

Enter valid comments and click Submit to apply for cancellation of chosen requirements.

Comments:

Requirements no longer valid.

The user will be returned to the Manage Requirements page. A message will display at the bottom of the page indicating that the selected requirements that do not have an associated Direct Access order have been cancelled. The requirements will now reflect a status of **Cancelled**.



Request Data **Manage Requirements** Audit

Request Nbr: 1000006 Date Created: 03/14/2017 Request Type: Individual Augmentation Request Title: YELLOW OPS SUPPORT 2

Requirement Status:  [Populate](#) [Create New Requirement](#) [Add Existing Requirement](#) [Clone Requirement](#)  
[Mass Update](#) [Delete Requirement](#) [Generate RFE](#)

Requirement Information

Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	Team Title	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template
<input type="checkbox"/>	<a href="#">10001</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10002</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10003</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10004</a>	CDAT	Open	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10005</a>	PST CACO	Cancelled	Volunteer	CLONE REQUEST LEAD	03/13/2017	11/30/2017	AET	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10006</a>	PST CACO	Cancelled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10007</a>	PST CACO	Cancelled	Volunteer	CLONE TEAM	03/13/2017	11/30/2017	AMT	PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">10008</a>	PST CACO	Cancelled	Volunteer		03/13/2017	11/30/2017		PAC AREA	<input type="checkbox"/>	<input type="checkbox"/>

Selected requirement(s) that does not have an associated order in direct access have been cancelled successfully.

## 9 COMMAND RESUME ENDORSEMENT

All Mobilization applications/resumes require approval from authorized Mobilization Resume Endorsers. This section provides the procedures for resume approval and denial.

### 9.1 Access a Resume Endorsement Request

The My Mobilization Approvals page allows users to view submitted command resume endorsement requests. Follow the steps below to access a submitted approval request.

1. Click the [My Mobilization Approvals](#) link in the Mobilization pagelet.

Mobilization

<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. The radio button 'Submitted Approval Requests' should be already clicked. This allows the user to view all of their submitted requests. **NOTE:** If accessing an approval for which the user is the approver, select the 'Requests I am Approver for' radio button.

☒ Submitted Approval Requests
 ☐ Requests I am Approver for

3. The Approval Status will be defaulted to Pending. Users have the ability to search for **All**, **Approved**, **Denied**, **Pending**, and **Withdrawn** approval requests. The **Populate Grid** button should be used to populate the grid(s) with requirements and/or endorsements in the specified approval status.

☒ Submitted Approval Requests
 ☐ Requests I am Approver for

Approval Status: All  
 From Date: Approved  
 To Date: Denied  
Pending  
Withdrawn

Populate Grid Refresh

- The From Date and To Date fields allow the user to view those approval requests that have been submitted within a specified date range. If the user wants to do this, enter a date range in these fields and click the **Populate Grid** button.
- In the Command Approvals grid, click the [View Application](#) link on the approval row you want to see. A new window will open and the Command Endorsement page will appear with the information that was submitted on the request.

My Mobilization Approvals

1. 'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval.  
 2. 'Requests I am Approver For' allows users to display Endorsements submitted to them for approval.  
 3. Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'.  
 4. Populate Grid button populates the grid based on what was selected for the radio button and Approval Status, and what was entered in the From/To Dates.

☐ Submitted Approval Requests
 ☒ Requests I am Approver for

Approval Status: Pending  
 From Date:   
 To Date:

Populate Grid Refresh

Application Date	Applicant ID	Applicant Name	Approver Oper ID	Approver Name	Request No	Request Title	Requirement No	Requirement Title	Requirement Status	Operational Name	Begin Date	End Date	Approval Status	Detail
03/15/2017					10000009	YELLOW OPS SUPPORT 4	10003	PST CACO	Filled	YELLOW OPS SUPPORT	03/13/2017	11/30/2017	Pending	<a href="#">View Application</a>
03/15/2017					10000009	YELLOW OPS SUPPORT 4	10005	PST CACO	Open	YELLOW OPS SUPPORT	03/13/2017	11/30/2017	Pending	<a href="#">View Application</a>

Field	Description/Instructions
Application Date	Date the resume approval request was submitted
Applicant ID	Emplid of the member that submitted the resume approval request
Applicant Name	Name of the member that submitted the resume approval request
Approver Oper ID	Emplid of the user that the approval request was submitted to
Approver Name	Name of the user that the approval request was submitted to
Request Number	Request Number generated when the request was created
Request Title	Request Title as entered on the Request Data page
Requirement Number	Requirement Number generated when the requirement was created
Requirement Title	Requirement Title as entered on the Requirement Details page
Operational Name	Operational Name the requirement is associated with
Begin Date	Begin Date of the requirement
End Date	End Date of the requirement
Status	Resume approval status
View Application	Link that takes the user to the Command Endorsement page

## 9.2 Approve/Deny a Resume Endorsement

- Follow the steps in section [“9.1 Access a Resume Endorsement Request”](#) to access the resume approval request that will be approved.

The Command Endorsement page will display a list of all applications and resumes a member has submitted to the approver that are in a **Pending** status.

The top portion of the page will display job and contact information for the member submitting the endorsement request.

### Member Resume

- Please approve or deny this application endorsement request and click Save.
- To reassign to another endorser, enter their EmplID in Next Endorser field, select the requirements to reassign and click Save.

**Name:**  **Empl ID:**   
**Rank:** MST1 **Reg Region:** Reservists  
**Business Unit:** ENLCG **Clearance:** SECRET  
**Department:** 002817 RESERVE PERS MGMT

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Email Addresses		
Email Type	Email Address	Preferred
Business	<input type="text"/>	<input checked="" type="checkbox"/>

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	02/04/2016	USA	<input type="text"/>
Mailing	Current	02/04/2016	USA	<input type="text"/>

The middle portion of the page will display the requirements the member has applied for and submitted to the endorser for approval.

Requirements you are Approver For												Personalize	Find	First	1 of 2	Last
	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status			
1	<input type="checkbox"/>	10000009	10003	<a href="#">PST CACO</a>	Filled	03/13/2017	11/30/2017	ANY	ET	Detached Duty External	03/15/2017	<input type="checkbox"/>	<div>Pending</div>			
2	<input type="checkbox"/>	10000009	10005	<a href="#">PST CACO</a>	Open	03/13/2017	11/30/2017	ANY	AMT	Detached Duty External	03/15/2017	<input type="checkbox"/>	<div>Pending</div>			

The bottom portion of the page will display the resume comments the member has entered for the application(s). It also provides a Next Endorser field which allows the approver to route the resumes to another Command Endorser for approval.

**Next Endorser:**

### Member Resume

Find First 1 of 1 Last

Application Date	Comments	Request/Requirement Number(s):
03/15/2017	test	10000009/10003 10000009/10005

- Use the Application Status field to approve or deny the resume endorsement requests.

Requirements you are Approver For													Personalize	Find	First	1-2 of 2	Last
	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status				
1	<input type="checkbox"/>	10000009	10003	PST CACO	Filled	03/13/2017	11/30/2017	ANY	ET	Detached Duty External	03/15/2017	<input type="checkbox"/>	Denied				
2	<input type="checkbox"/>	10000009	10005	PST CACO	Open	03/13/2017	11/30/2017	ANY	AMT	Detached Duty External	03/15/2017	<input type="checkbox"/>	Approved				

- Once complete, click the Save button at the bottom of the page.

Member Resume		Find	First	1 of 1	Last
Application Date	Comments	Request/Requirement Number(s):			
03/15/2017	test	10000009/10003 10000009/10005			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

The user will see a Save Confirmation message.


Endorsement Detail
<h3>Save Confirmation</h3> <p>✓ The Save was successful.</p> <p>Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p>

- Click the OK button.

**NOTE:** The **Application Status** will update to **Approved or Denied**.

- Close the tab and return to Home.

### 9.3 Route a Resume Endorsement to Next Endorser

The Next Endorser option allows a Mobilization Resume Endorser to route resume approval requests to another Endorser for approval.  **Resume approval requests can only be routed to users with the Mobilization Resume Endorser role.**

- Follow the steps in section “[9.1 Access a Resume Endorsement Request](#)” to access the resume approval request that will be routed to a next endorser

The Command Endorsement page will display a list of all applications and resumes a member has submitted to the approver that are in a **Pending** status.

- In the Next Endorser field enter the endorser you want the resume approval request to be forwarded to.

**Next Endorser:**  

- Use the Select checkboxes to select the resume approval requests that you want to route to the Next Endorser. **NOTE:** The Select checkboxes will only be enabled once a Next Endorser is entered.

Requirements you are Approver For												Personalize	Find		First	1-9 of 9	Last
	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status				
1	<input checked="" type="checkbox"/>	10000000	10001	<a href="#">ASGS3</a>	Open	03/20/2017	03/20/2018	ANY	ANY	District Office	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
2	<input checked="" type="checkbox"/>	10000002	10005	<a href="#">MALFO - CA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
3	<input checked="" type="checkbox"/>	10000002	10006	<a href="#">MALFO - IA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
4	<input type="checkbox"/>	10000002	10015	<a href="#">MALFO - WA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
5	<input type="checkbox"/>	10000002	10021	<a href="#">MALFO - CA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
6	<input type="checkbox"/>	10000002	10022	<a href="#">MALFO - CA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
7	<input type="checkbox"/>	10000002	10024	<a href="#">MALFO - CA</a>	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/16/2017	<input type="checkbox"/>	Pending <input type="button" value="v"/>				
8	<input type="checkbox"/>	10000009	10003	<a href="#">PST CACO</a>	Filled	03/13/2017	11/30/2017	ANY	ET	Detached Duty External	03/15/2017	<input type="checkbox"/>	Denied				
9	<input type="checkbox"/>	10000009	10005	<a href="#">PST CACO</a>	Open	03/13/2017	11/30/2017	ANY	AMT	Detached Duty External	03/15/2017	<input type="checkbox"/>	Approved				

Next Endorser:


- Click the **Save** button at the bottom of the page.

Member Resume		Find	First	1-2 of 2	Last
<b>Application Date</b>	<b>Comments</b>	<b>Request/Requirement Number(s):</b>			
03/16/2017	I am very qualified!	10000000/10001 10000002/10005 10000002/10006 10000002/10015 10000002/10021 10000002/10022 10000002/10024			
<b>Application Date</b>	<b>Comments</b>	<b>Request/Requirement Number(s):</b>			
03/15/2017	test	10000009/10003 10000009/10005			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

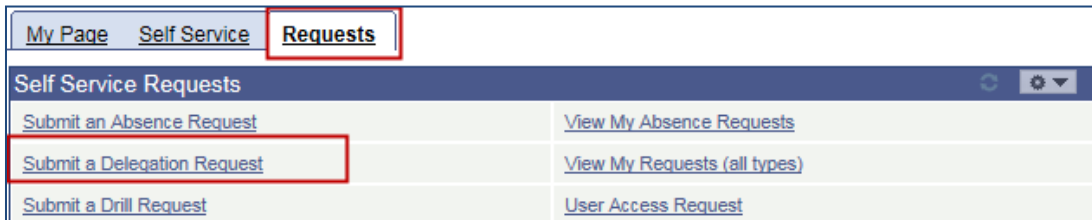
The Application Status will be in a **Pending** status and sent to the Next Endorser for approval. An email will be sent to notify the Next Endorser of the resume approval request.

- Close the tab and return to Home.

## 9.4 Delegate a Command Endorser

A Delegation Request allows a Command Endorser to delegate approving authority to another Command Endorser in their absence.  Only users with the Mobilization Resume Endorser role will have access to view and approve resume approval requests.

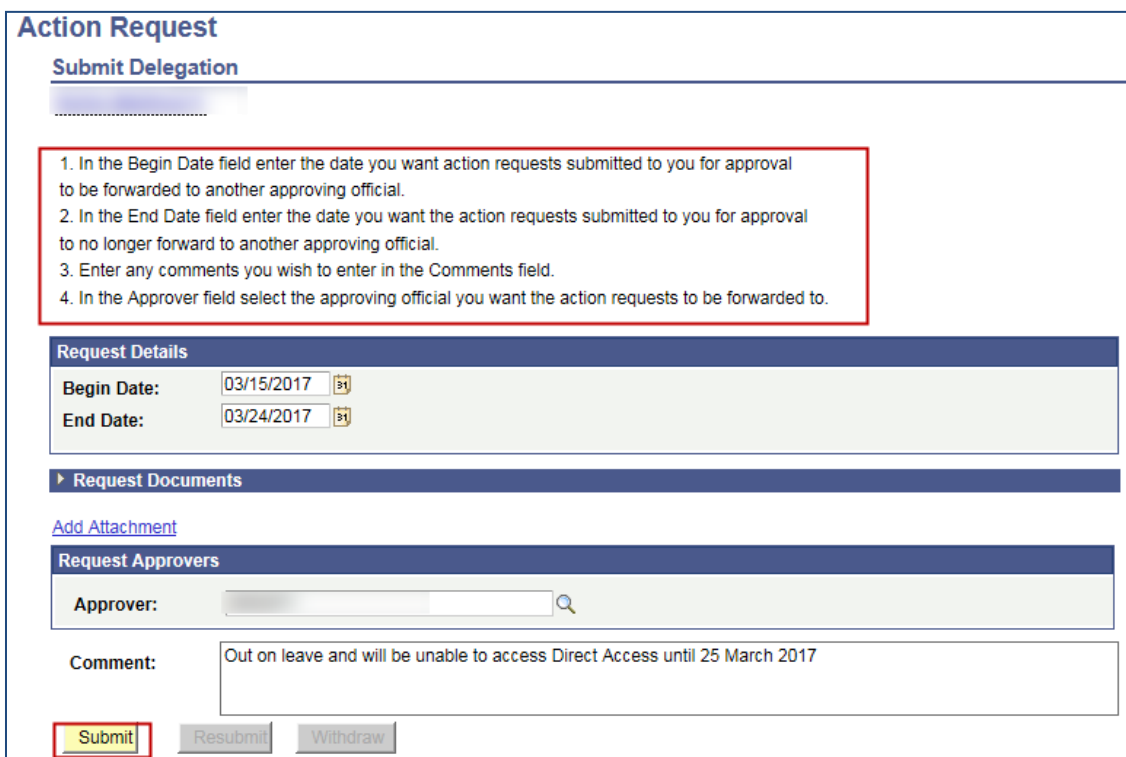
1. From the Requests tab, select the [Submit a Delegation Request](#) link from the Self Service Requests pagelet in the top left corner of the portal.



My Page	Self Service	<b>Requests</b>
<b>Self Service Requests</b>		
<a href="#">Submit an Absence Request</a>	<a href="#">View My Absence Requests</a>	
<a href="#">Submit a Delegation Request</a>	<a href="#">View My Requests (all types)</a>	
<a href="#">Submit a Drill Request</a>	<a href="#">User Access Request</a>	

2. Follow the instructions on the Submit Delegation page and click the **Submit** button.

The request will be in a Pending status and sent to the delegated approver for approval. An email will be sent by system to notify the approver of the request.





### Action Request

#### Submit Delegation

1. In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official.
2. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official.
3. Enter any comments you wish to enter in the Comments field.
4. In the Approver field select the approving official you want the action requests to be forwarded to.

#### Request Details


Begin Date: 03/15/2017 

End Date: 03/24/2017 

#### Request Documents

[Add Attachment](#)

#### Request Approvers


Approver:  

Comment: Out on leave and will be unable to access Direct Access until 25 March 2017

**Submit** Resubmit Withdraw

## 10 MEMBER SOURCING AND PROCESSING

This section of the user guide provides instructions for completing member sourcing and processing in

Direct Access Mobilization.  Members can only be sourced to requirements that have been approved. Users will not be able to source members to requirements in a **Draft** or **Cancelled** status.

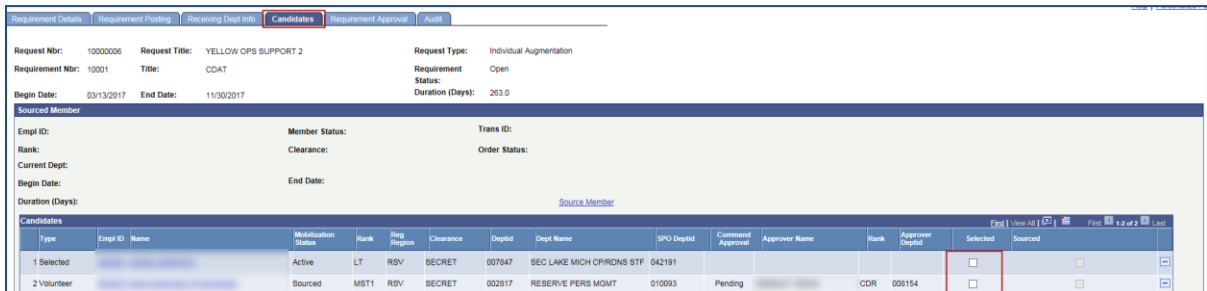
### 10.1 Source Member to a Requirement

- Follow the steps in section “[7.1.1 Viewing Requirements via Mobilization Request](#)” to search for requirements via Mobilization Request. Follow the steps in section “[7.1.2 Viewing Requirements via Requirement Navigator](#)” to search for requirements via the Requirement Navigator.
- Once on the Requirement Details page, click the Candidates tab.



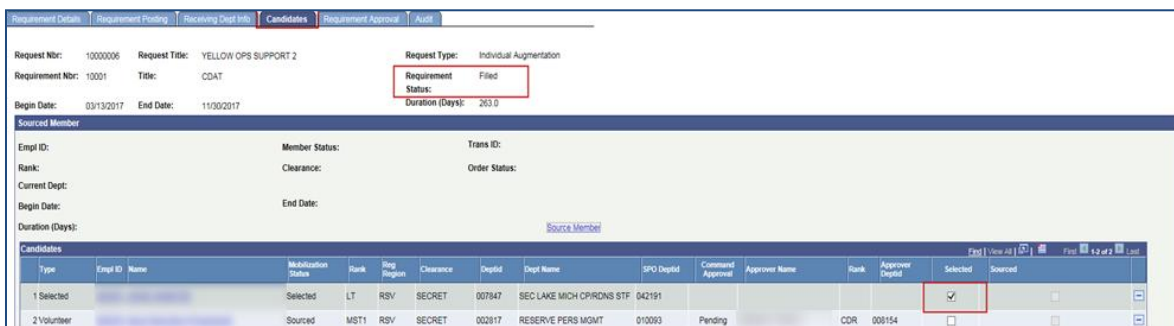
- Use the Select checkbox to select the member that will be sourced to the requirement.

**NOTE:** Only one member can be selected for a requirement at a time.



Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Dept	Dept Name	SPO Dept	Command Approval	Approver Name	Rank	Approver Dept	Selected	Sourced
1 Selected			Active	LT	RSV	SECRET	007847	SEC LAKE MICH CPDRNS STP	042191	Pending		CDR	008154	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Volunteer			Sourced	MS1	RSV	SECRET	002817	RESERVE PERS MGMT	010093	Pending		CDR	008154	<input type="checkbox"/>	<input type="checkbox"/>

- Save the page after the member has been selected. The Requirement Status will update to **Filled**.



Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Dept	Dept Name	SPO Dept	Command Approval	Approver Name	Rank	Approver Dept	Selected	Sourced
1 Selected			Selected	LT	RSV	SECRET	007847	SEC LAKE MICH CPDRNS STP	042191	Pending		CDR	008154	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Volunteer			Sourced	MS1	RSV	SECRET	002817	RESERVE PERS MGMT	010093	Pending		CDR	008154	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the [Source Member](#) link.

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit					
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2	Request Type:	Individual Augmentation										
Requirement Nbr:	10001	Title:	CDAT	Requirement Status:	Filled										
Begin Date:	03/13/2017	End Date:	11/02/2017	Duration (Days):	263.0										
<b>Sourced Member</b>															
Empl ID:				Member Status:				Trans ID:							
Rank:				Clearance:				Order Status:							
Current Dept:				End Date:											
Begin Date:															
Duration (Days):															
<a href="#">Source Member</a>															
<b>Candidates</b>															
Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	DeptID	Dept Name	SPO DeptID	Command Approval	Approver Name	Rank	Approver DeptID	Selected	Sourced
1 Selected			Selected	LT	RSV	SECRET	007847	SEC LAKE MICH CP/RDNS STF	042191					<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Volunteer			Sourced	MST1	RSV	SECRET	002817	RESERVE PERS MGMT	010093	Pending		CDR	008154	<input type="checkbox"/>	<input type="checkbox"/>


The user is brought to the Member Source page. The Member Source page allows a user to enter Source (Order) Begin Date and Source (Order) End Date information, Operational Detail information and initiate a RSV Order.

The **Sourced Member** section of the page will display job and sourcing data about the member.

Member Source		Member Processing		Audit	
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2	Request Type:	Individual Augmentation
Requirement Nbr:	10001	Title:	CDAT	Requirement Status:	Filled
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0
<b>Sourced Member</b>					
Empl ID:				Mbr Status:	Trans ID:
Reg Region:	Reservists			Business Unit:	OFFCG
Empl Class:	Extended Active Duty			Empl Cat:	<a href="#">Create Order</a>
Rank:	LT			Clearance:	SECRET
Current Dept:	007847 SEC LAKE MICH CP/RDNS STF			Destination Dept:	007037 MSST HONOLULU (91107)
*Begin Date:	<input type="text"/>	<input type="text"/>		*End Date:	<input type="text"/>
Report Date:	<input type="text"/>	<input type="text"/>		Duration (Days):	

The **Compliance** section of the page will display the member's compliance related to the Qualifications, Grade(s), Rate, Business Unit, Reg Region, and Security Clearance required for the requirement.



Compliance				
Member Qualifications				Find   View All    First 1-11 of 11 Last
	Requirement	Code	Description	Mobilization Compliance
1	Award	CG9020	Off of the Sec of HHS ID Badge	Non-Compliant
2	Business Unit	Any	Any	Compliant
3	Competency	AE-MAMM	Multiple Airframe Maint Mgmt	Non-Compliant
4	Course	000236	PUBLIC AFFAIRS SPECIALIST, SEC	Non-Compliant
5	Degree	BIM	Bachelor Industrial Management	Non-Compliant
6	Language	PO	Portuguese	Non-Compliant
7	License	BCAERMA1	Aerospace Medicine	Non-Compliant
8	Officer Specialty Code	CG-OAR13	MLE-PWCS Ops (OSC)	Non-Compliant
9	Rate	Any	Any	Compliant
10	Reg Region	Any	Any	Compliant
11	Security Clearance	Any	Any	Compliant

The **Operational Detail** section of the page will display Operational Detail, Order Type, Contingency, TONO and LOA, and Supported Command information.

Operational Detail	
Operational Category:	Operational Support <a href="#">Order-Ready Message</a>
Order Type:	<input type="text"/>
Contingency ID:	<input type="text"/>
Travel Order Nbr:	<input type="text"/>
Travel Line of Accounting:	<input type="text"/>
*Supporting Command:	<input type="text"/>
*Tasking Status:	<input type="text"/>

6. Complete the Member Source fields as indicated below.

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Sourced Member</b>	
Empl ID	Emplid and name of the member being sourced to the requirement

Mbr Status	<p>Status of the member in relation to the specific requirement. Available values are:</p> <p><b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page</p> <p><b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page</p> <p><b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page</p>
Trans ID	Reserve Order Trans ID will display once a Direct Access RSV Order has been initiated for the member
Order Status	<p>Status of Direct Access RSV Order will display here. Available values are:</p> <p><b>Proposed</b> – Initial order has been created</p> <p><b>Authorized</b> – Order has been authorized by DXR</p> <p><b>Ready</b> – Travel details have been approved. Order is ready for member to depart</p> <p><b>En Route</b> – Departs/Reports approved. Member has departed home unit</p> <p><b>Finished</b> – Order execution completed</p> <p><b>Cancelled</b> – Order has been cancelled</p>
Create Order	Link that allows authorized users to create RSV Orders for Reserve members sourced to requirements
Reg Region	Reg Region of the member being sourced to the requirement
Business Unit	Business Unit of the member being sourced to the requirement
Empl Class	Empl Class of the member being sourced to the requirement
Empl Cat	Empl Cat of the member being sourced to the requirement
Rank	Rank of the member being sourced to the requirement
Clearance	Security Clearance of the member being sourced to the requirement
Current Dept	Current Department of the member being sourced to the requirement
Destination Dept	Destination Department of the member being sourced to the requirement
Begin Date	Source Begin Date of the member being sourced to the requirement
End Date	Source End Date of the member being sourced to the requirement
Report Date	Report Date of the member being sourced to the requirement
Duration (Days)	Number of days member is sourced to the requirement
<b>Compliance</b>	
Compliance – Member Qualifications	Compliance grid that display the member’s compliance related to the Qualifications, Grade(s), Rate, Business Unit, Reg Region, and Security Clearance required for the requirement
<b>Operational Detail</b>	
Operational Category	Display only Operational Category as selected on the Requirement Details page
Order Type	Order Type related to the member and sourcing record. Available options include:

	<div> ADT Orders  IDT Orders  T10 ADOS Long Term Orders  T10 ADOS Short Term Orders  T10 Contingency Invol Orders  T10 Contingency Vol Orders  T14 Disaster Orders  TDY AD/Civ/Aux Disaster Orders  TDY AD/Civ/Aux Orders </div>
Order-Ready Message	Link that generates an order message related to the Order Type selected for the member and requirement. <b>NOTE:</b> ADT Orders and IDT Orders do not have order-ready messages
Contingency ID	Order Contingency ID related to the order. These values are setup and maintained as part of RSV Orders
Travel Order Nbr	Travel Order Number
Travel Line of Accounting	Travel Line of Accounting
Supporting Command	Supporting Command related to the requirement and sourcing record
Tasking Status	Tasking Status of <b>Partially Sourced</b> or <b>Fully Sourced</b> . This should be selected after all fields on the page have been completed

- Click the Save button at the bottom of the page once complete.

Member Source
Member Processing
Audit

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation  
Requirement Nbr: 10001 Title: CDAT Requirement Status: Filled  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 283.0

Sourced Member

Empl ID: Mbr Status: Trans ID:  
Reg Region: Reservists Business Unit: OFFCG Order Status:  
Empl Class: Extended Active Duty Empl Cat: [Create Order](#)  
Rank: LT Clearance: SECRET  
Current Dept: 007847 SEC LAKE MICH CP/RDINS STF Destination Dept: 007037 MSST HONOLULU (91107)  
\*Begin Date: 03/16/2017 \*End Date: 10/30/2017  
Report Date: 03/17/2017 Duration (Days): 229

Compliance

Member Qualifications

Find View All First 1-11 of 11 Last

	Requirement	Code	Description	Mobilization Compliance
1	Award	CG9020	Off of the Sec of HHS ID Badge	Non-Compliant
2	Business Unit	Any	Any	Compliant
3	Competency	AE-MAMM	Multiple Airframe Maint Mgmt	Non-Compliant
4	Course	000236	PUBLIC AFFAIRS SPECIALIST, SEC	Non-Compliant
5	Degree	BIM	Bachelor Industrial Management	Non-Compliant
6	Language	PO	Portuguese	Non-Compliant
7	License	BCAERMA1	Aerospace Medicine	Non-Compliant
8	Officer Specialty Code	CG-OAR13	MLE-PWCS Ops (OSC)	Non-Compliant
9	Rate	Any	Any	Compliant
10	Reg Region	Any	Any	Compliant
11	Security Clearance	Any	Any	Compliant

Operational Detail

Operational Category: Operational Support [Order-Ready Message](#)  
Order Type: T10 Contingency Invol Orders  
Contingency ID:   
Travel Order Nbr: 123569874  
Travel Line of Accounting: 7/9/PASDER/875G6/45  
\*Supporting Command: PAC AREA  
\*Tasking Status: Partially Sourced

Save

Add Update

The Requirement Status will update to the Tasking Status selected and the Mbr Status will update to **Sourced**.

Member Source | Member Processing | Audit

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation

Requirement Nbr: 10001 Title: CDAT Requirement Status: Partially Sourced

Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 283.0

**Sourced Member**

Empl ID: Mbr Status: Sourced Trans ID:

Reg Region: Reservists Business Unit: OFFCG Order Status:

Empl Class: Extended Active Duty Empl Cat: [Create Order](#)

Rank: LT Clearance: SECRET

Current Dept: 007847 SEC LAKE MICH CP/RDNS STF Destination Dept: 007037 MSST HONOLULU (91107)

\*Begin Date: 03/16/2017 \*End Date: 10/30/2017

Report Date: 03/17/2017 Duration (Days): 229

**Compliance**

Member Qualifications Find | View All | First 1-11 of 11 Last

Requirement	Code	Description	Mobilization Compliance
1 Award	CG9020	Off of the Sec of HHS ID Badge	Non-Compliant
2 Business Unit	Any	Any	Compliant
3 Competency	AE-MAMM	Multiple Airframe Maint Mgmt	Non-Compliant
4 Course	000236	PUBLIC AFFAIRS SPECIALIST, SEC	Non-Compliant
5 Degree	BIM	Bachelor Industrial Management	Non-Compliant
6 Language	PO	Portuguese	Non-Compliant
7 License	BCAERMA1	Aerospace Medicine	Non-Compliant
8 Officer Specialty Code	CG-OAR13	MLE-PWCS Ops (OSC)	Non-Compliant
9 Rate	Any	Any	Compliant
10 Reg Region	Any	Any	Compliant
11 Security Clearance	Any	Any	Compliant

**Operational Detail**

Operational Category: Operational Support [Order-Ready Message](#)

Order Type: T10 Contingency Invol Orders

Contingency ID:

Travel Order Nbr: 123569874

Travel Line of Accounting: 7/9/PASDER/875G8/45

\*Supporting Command: PAC AREA

\*Tasking Status: Partially Sourced

- Close the Member Source tab.

You will be returned to the Candidates page. **NOTE:** The sourced member will not display on the Candidates page until the record is refreshed.

- Close the Requirement Details tab.

You will be returned to the Manage Requirements page or Requirement Navigator, depending on which you used to initially search for the requirement to source.

- Select the requirement number link in the grid for the requirement that was just sourced.

- Once on the Requirement Details page, click the Candidates tab.

The screenshot shows the 'Requirement Details' page with the 'Candidates' tab highlighted in red. The page displays various fields for requirement information, including Request Nbr, Request Title, Request Type, Requirement Nbr, Force Element, \*Title, Team Title, \*Begin Date, \*End Date, Requirement Status, \*Operational Category, \*Mission Classification, Available for Volunteers, and Duration (Days). A 'Clone Requirement' button is visible at the bottom right.

The Requirement Status will reflect as the Tasking Status selected on the Member Source page. The sourced member information will display in the Sourced Member section of the Candidates page. The Sourced checkbox will be checked in the candidate list for the sourced member.

The screenshot shows the 'Candidates' page with the 'Sourced Member' section highlighted. The 'Requirement Status' is 'Partially Sourced'. Below this, the 'Sourced Member' section displays member information. At the bottom, a table lists candidates with columns for Type, Empl ID, Name, Mobilization Status, Rank, Reg Region, Clearance, Dept ID, Dept Name, SPO Dept ID, Command Approval, Approver Name, Rank, Approver Dept ID, Selected, and Sourced. The 'Sourced' checkbox is checked for the first candidate.

- Close the Requirement Details tab and return to Home.

## 10.2 Generate Order-Ready Message

Order-Ready messages can be generated as users complete the steps in section “[10.1 Source Member to a Requirement](#)”. Users can also navigate to the Member Source page at any time to generate an Order-Ready message. Follow the steps below to navigate directly to the Member Source page to generate a new order message. **NOTE:** Order messages can only be generated for sourced requirements.

- Click the [Requirement Sourcing](#) link in the Mobilization pagelet.

The screenshot shows the 'Mobilization' pagelet with a list of links. The 'Requirement Sourcing' link is highlighted with a red box. Other links include Mobilization Request, Member Search, Requirement Navigator, Sourcing History, My Mobilization Approvals, Tasking Command, ICS Command, Operational Name, Force Element Setup, and Add a Person.

- Use the search fields to search for the sourcing record.

### Requirement Sourcing

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

**Empl ID:** begins with ▼

**Empl Record:** = ▼

**Last Name:** begins with ▼

**First Name:** begins with ▼

**Request Nbr:** = ▼

**Requirement Nbr:** = ▼

**Requirement Title:** begins with ▼

☐ Case Sensitive

- Click the Search button and select the sourcing record that you want to generate an order message for.

### Requirement Sourcing

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

**Empl ID:** begins with ▼

**Empl Record:** = ▼

**Last Name:** begins with ▼

**First Name:** begins with ▼

**Request Nbr:** = ▼

**Requirement Nbr:** = ▼

**Requirement Title:** begins with ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

[View All](#) First 1-4 of 4 Last

Empl ID	Empl Record	Last Name	First Name	Business Unit	Regulatory Region	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date	Term Ending Date
				OFFCG	AD	10000002	PRL	10001	MALEQ	Partial	03/13/2017	04/28/2017
				ENLCG	RSV	10000002	PRL	10003	MALFO	Partial	03/13/2017	12/31/2017
				OFFCG	RSV	10000006	JA	10001	CDAT	Partial	03/16/2017	10/30/2017
				ENLCG	RSV	10000002	PRL	10002	MALFO - ARE	Sourced	03/15/2017	11/30/2017

- Click the [Order-Ready Message](#) link in the Operational Detail section of the Member Source page.

Operational Detail	
Operational Category:	Operational Support <span style="float: right;"><a href="#">Order-Ready Message</a></span>
Order Type:	T10 Contingency Invol Orders ▼
Contingency ID:	<input type="text"/> 🔍
Travel Order Nbr:	123569874
Travel Line of Accounting:	7/9/PASDER/875G6/45
*Supporting Command:	PAC AREA ▼
*Tasking Status:	Partially Sourced ▼

The Order-Ready message will appear with the request and requirement data for the selected requirement.

Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2	Request Type:	Individual Augmentation		
Requirement Nbr:	10001	Title:	CDAT	Requirement Status:	Partially Sourced		
Begin Date:	03/13/2017	End Date:	11/30/2017	Duration (Days):	263.0		
<u>Long Term ADOS Contingency 12302 INVOL Message template</u>							
Subject: ISSUANCE OF TDY/TITLE 10 12302 CONTINGENCY ORDERS ISO // 007037, MSST HONOLULU (91107)///:							
TITLE 10 ASSIGNMENT SUMMARY:							
<p>1. Title 10 orders shall be issued ISO OCO for the following MBR to report to specified unit. Reserve MBR shall be issued Title 10 12302 Contingency orders ISO OCO. Orders continuing into FYXX are contingent upon funding and T10 allocation availability.</p>							
RANK	NAME	EMPLID	PERM UNIT	BEGIN DT	END DATE	REQUEST	REQUIREMENT
LT			007847, SEC LAKE MICH CP/RDMS STF	16 MAR 17	30 OCT 17	10000006	10001
<p>2. MBR resides locally no TONO/LOA provided. Orders authorization issued without TONO/LOA because it appears member can execute orders without cost to the government. If costs are expected, commands are required to contact Unit POC and PSC-PSD-SSB immediately.</p> <p>or</p> <p>2. Travel and Per Diem TONO/Accounting to be provided by // 007037, MSST HONOLULU (91107)///.</p>							
<p>3. Reserve Member Specific:</p> <p>A. Use of Govt TVL card is recommended. Reserve members shall coordinate with unit's local TVL card coordinator to establish a spending limit at sufficient level to cover TVL and per diem costs before departure of TDY. Doc type 13 for TVL purposes shall be issued to allow for monthly submission of supplemental TVL claims and ensure timely payment of Govt credit card bills.</p> <p>B. Reservists with dependents should contact their servicing SPO to ensure their family is registered in DEERS and obtain military identification cards as appropriate.</p> <p>C. Reservists are reminded to notify their employer, preferably in writing, that they have been called to Active Duty.</p> <p>D. Reservists should contact their legal office to obtain a power of attorney and updated will before deployment.</p> <p>E. Reservists recalled under Title 10 12302 for the same contingency operation should expect dwell time, after orders are finished, at a one to five ratio. These orders are issued for XXX days (or 1 year) and end on 30 OCT 17. MBR will not be eligible for Title 10 12302 orders nor should expect to be recalled for this contingency for XXXX days (or 5 years) after completion of these orders.</p>							

- Copy, paste, and edit the message as needed.



- Click the Return to Search button at the bottom of the page when complete.

-----

5. POCs:

A. Requesting Unit: // 046249, DOL-1// POC: //

B. PSC-PSD-SSB: HQS-DG-CGPSC-PSD-SSB@USCG.MIL

C. //PAC/LANT/DOL/DX/DXR// POC: //RATE/RANK/FIRST/LAST// at XXX-XXX-XXXX or email First.M.Last@USCG.MIL

[Return to Search](#)

The user will be returned to the Member Source page.

- Close the tab and return to Home.

### 10.3 Initiate RSV Orders from Mobilization

In order to link Mobilization and RSV Orders data in Direct Access, authorized users will be required to initiate orders from the Mobilization Requirement Sourcing page. **NOTE:** If a RSV Order linked to a Mobilization requirement is cancelled, the related requirement will also be cancelled.

- Click the [Requirement Sourcing](#) link in the Mobilization pagelet.

Mobilization

[Requirement Sourcing](#) [My Mobilization Approvals](#)

- Use the search fields to pull up the member's sourcing record.

**Requirement Sourcing**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID:

Empl Record:

Last Name:

First Name:

Request Nbr:

Requirement Nbr:

Requirement Title:

☐ Case Sensitive

- Click the Search button and select the row for the appropriate sourcing record.



Members can be sourced to more than one requirement with different Source Begin and Source End dates, as seen below. Be sure to select the correct sourcing record when initiating RSV Orders.

Search Results

View All

First 1-4 of 4 Last

Empl ID	Empl Record	Last Name	First Name	Business Unit	Regulatory Region	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date	Term Ending Date
				OFFCG	AD	10000002	PRL	10001	MALFO	Partial	03/13/2017	04/28/2017
				ENLCG	RSV	10000002	PRL	10003	MALFO	Partial	03/13/2017	12/31/2017
				OFFCG	RSV	10000006	IA	10001	CDAT	Partial	03/16/2017	10/30/2017
				ENLCG	RSV	10000002	PRL	10002	MALFO - ARE	Sourced	03/15/2017	11/30/2017

- Click the [Create Order](#) link.

<b>Member Source</b>		<b>Audit</b>	
<b>Request Nbr:</b>	10000006	<b>Request Title:</b>	YELLOW OPS SUPPORT 2
<b>Requirement Nbr:</b>	10001	<b>Title:</b>	CDAT
<b>Begin Date:</b>	03/13/2017	<b>End Date:</b>	11/30/2017
<b>Request Type:</b>	<b>Requirement Status:</b>		Individual Augmentation Partially Sourced
<b>Duration (Days):</b>	263.0		
<b>Sourced Member</b>			
<b>Empl ID:</b>		<b>Mbr Status:</b>	Sourced
<b>Reg Region:</b>	Reservists	<b>Business Unit:</b>	OFFCG
<b>Empl Class:</b>	Extended Active Duty	<b>Empl Cat:</b>	
<b>Rank:</b>	LT	<b>Clearance:</b>	SECRET
<b>Current Dept:</b>	007847 SEC LAKE MICH CP/RDNS STF	<b>Destination Dept:</b>	007037 MSST HONOLULU (91107)
<b>*Begin Date:</b>	03/16/2017	<b>*End Date:</b>	10/30/2017
<b>Report Date:</b>	03/17/2017	<b>Duration (Days):</b>	229

**NOTE:** The user will be taken to the Reserve Orders “Add a New Value” page. The member’s Empl ID, Empl Record, Begin Date, and End Date will be defaulted on the page. The Begin Date and End Date are the Source Begin Date and Source End Date from the Member Source page.



The Order Begin Date and End Date may need to be adjusted based on the actual travel/depart dates of the member.

- Select the Duty Type and click the Add button.

<b>Reserve Orders</b>	
<b>Find an Existing Value</b>	<b>Add a New Value</b>
<b>Empl ID:</b>	<input type="text"/>
<b>Empl Record:</b>	<input type="text"/>
<b>Trans ID:</b>	<input type="text"/>
<b>Duty Type:</b>	Act Dty Operational Support-AC
<b>Begin Date:</b>	03/16/2017
<b>End Date:</b>	10/30/2017
<b>Add</b>	

The Mobilization Request and Requirement Numbers and Titles will display in the Contingency section of the Reserve Orders page.

Contingency	
Operational ID:	<input type="text"/>
<div>Contingency Start Date:</div> <div>Contingency End Date:</div>	
Reference Authority:	<input type="text"/>
Notification Date:	<input type="text"/>
1607 Eligibility Code:	<input type="text"/>
1607 Eligibility Date:	<input type="text"/>
Request Nbr:	10000006 YELLOW OPS SUPPORT 2
Requirement Nbr:	10001 CDAT

- Follow the existing Reserve Orders procedures to complete the order data fields and route for approval.
- Close the tab and return to Home once complete.

The Order Status and Trans ID will be reflected in Mobilization.

Below is the Member Source page with the updated Order Status and Trans ID.

Member Source		Audit	
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2
Requirement Nbr:	10001	Title:	CDAT
Begin Date:	03/13/2017	End Date:	11/30/2017
Request Type:	Individual Augmentation		
Requirement Status:	Partially Sourced		
Duration (Days):	263.0		
<b>Sourced Member</b>			
Empl ID:	<input type="text"/>	Mbr Status:	Sourced
Reg Region:	Reservists	Business Unit:	OFFCG
Empl Class:	Extended Active Duty	Empl Cat:	
Rank:	LT	Clearance:	SECRET
Current Dept:	007847 SEC LAKE MICH CP/RDNS STF	Destination Dept:	007037 MSST HONOLULU (91107)
*Begin Date:	03/16/2017	*End Date:	10/30/2017
Report Date:	03/17/2017	Duration (Days):	229
Trans ID:	2392066	Order Status:	Proposed

Below is the Candidates page with the updated Order Status and Trans ID.

Requirement Details	Requirement Posting	Receiving Dept Info	Candidates	Requirement Approval	Audit
Request Nbr: 10000006	Request Title: YELLOW OPS SUPPORT 2	Request Type: Individual Augmentation			
Requirement Nbr: 10001	Title: CDAT	Requirement Status: Partially Sourced			
Begin Date: 03/13/2017	End Date: 11/30/2017	Duration (Days): 263.0			
<b>Sourced Member</b>					
Empl ID: [REDACTED]	Member Status: Sourced	Trans ID: 2392066			
Rank: LT	Clearance: SECRET	Order Status: Proposed			
Current Dept: 007847	SEC LAKE MICH CP/RDNS STF				
Begin Date: 03/16/2017	End Date: 10/30/2017				
Duration (Days): 229					<a href="#">Source Member</a>

## 10.4 Member Processing

The Member Processing page will be used to enter member processing information, including Mobilization Date, Demobilization Date, Incident Check-In Date, Incident Check-Out Date, and Return Home Date.

1. Select the [Requirement Sourcing](#) link in the Mobilization pagelet.

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the search fields to pull up the member's sourcing record.

### Requirement Sourcing

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

Empl ID: begins with [REDACTED]

Empl Record: = [REDACTED]

Last Name: begins with [REDACTED]

First Name: begins with [REDACTED]

Request Nbr: = [REDACTED]

Requirement Nbr: = [REDACTED]

Requirement Title: begins with [REDACTED]

☐ Case Sensitive

- Click the Search button and select the row for the appropriate sourcing record.



Members can be sourced to more than one requirement with different Source Begin and Source End dates, as seen below. Be sure to select the correct member record.

Search Results											
View All										First	1 of 1
Empl ID	Empl Record	Last Name	First Name	Business Unit	Regulatory Region	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date
				OFFCG	RSV	10000006	IA	10001	CDAT	Partial	03/16/2017
											10/30/2017


- Select the Member Processing tab.



Member Source				Member Processing				Audit			
Request Nbr:		10000006		Request Title:		YELLOW OPS SUPPORT 2		Request Type:		Individual Augmentation	
Requirement Nbr:		10001		Title:		CDAT		Requirement Status:		Partially Sourced	
Begin Date:		03/13/2017		End Date:		11/30/2017		Duration (Days):		263.0	
<b>Sourced Member</b>											
Empl ID:				Mbr Status:		Sourced		Trans ID:		2392066	
Reg Region:				Reservists		Business Unit:		OFFCG		Order Status:	
Empl Class:				Extended Active Duty		Empl Cat:					
Rank:				LT		Clearance:		SECRET			
Current Dept:				007847 SEC LAKE MICH CP/RDNS STF		Destination Dept:		007037 MSST HONOLULU (91107)			
*Begin Date:				03/16/2017		*End Date:		10/30/2017			
Report Date:				03/17/2017		Duration (Days):		229			

- Complete the fields as indicated below.

Member Source				Member Processing				Audit			
Request Nbr:		10000006		Request Title:		YELLOW OPS SUPPORT 2		Request Type:		Individual Augmentation	
Requirement Nbr:		10001		Title:		CDAT		Requirement Status:		Partially Sourced	
Begin Date:		03/13/2017		End Date:		11/30/2017		Duration (Days):		263.0	
<b>Mobilization Processing</b>											
Empl ID:				Mbr Status:		Sourced					
Reg Region:				Reservists		Business Unit:		OFFCG			
Empl Class:				Extended Active Duty		Empl Cat:					
Rank:				LT		Clearance:		SECRET			
Current Dept:				007847 SEC LAKE MICH CP/RDNS STF		Destination Dept:		007037 MSST HONOLULU (91107)			
Mobilization Date:				03/16/2017		Demobilization Date:					
Incident Check-in Date:				03/17/2017		Incident Check-out Date:					
Return Home Date:											
<b>Member Locations</b>											
Geographical Location		Location Name		City		Job Title		ICS Section		Effective Date	
1 BE2550000		Belgium		GROBBENDONK		BOARDING OFFICER CERTIFICATION ASHORE		Operations		03/17/2017	

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created

Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Mobilization Processing</b>	
Empl ID	Emplid and name of the member sourced to the requirement
Mbr Status	<p>Status of the member in relation to the specific requirement. Available values are:</p> <p><b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page</p> <p><b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page</p> <p><b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page</p>
Reg Region	Reg Region of the member sourced to the requirement
Business Unit	Business Unit of the member sourced to the requirement
Empl Class	Empl Class of the member sourced to the requirement
Empl Cat	Empl Cat of the member sourced to the requirement
Rank	Rank of the member sourced to the requirement
Clearance	Security Clearance of the member sourced to the requirement
Current Dept	Current Department of the member sourced to the requirement
Destination Dept	Destination Department of the member sourced to the requirement
Mobilization Date	Date member leaves to report to the incident
Demobilization Date	Date member leaves to return to home unit for incident debriefing and out processing
Incident Check-in Date	Date member reports to incident
Incident Check-out Date	Date member leaves incident
Return Home Date	Date member returns home
<b>Member Locations</b>	
Geographical Location	Use the  to search for the location the member has reported to

	<div> <div>Look Up Geographic Location</div> <div> <a href="#">Help</a> </div> <div> Geog Location Code: <input type="text" value="begins with"/> </div> <div> State/Country Description: <input type="text" value="begins with"/> </div> <div> City: <input type="text" value="begins with"/> </div> <div> State: <input type="text" value="begins with"/> </div> <div> Country: <input type="text" value="begins with"/> </div> <div> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a> </div> <div> <b>Search Results</b> </div> <div> Only the first 300 results can be displayed. </div> <div> View 100 First 1-300 of 300 Last </div> <table border="1"> <thead> <tr> <th>Geog Location Code</th> <th>State/Country Description</th> <th>City</th> <th>State</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>010000000</td> <td>Alabama</td> <td>ALABAMA</td> <td>AL</td> <td>USA</td> </tr> <tr> <td>010000001</td> <td>Alabama</td> <td>AUTAUGA</td> <td>AL</td> <td>USA</td> </tr> <tr> <td>010000003</td> <td>Alabama</td> <td>BALDWIN</td> <td>AL</td> <td>USA</td> </tr> <tr> <td>010000005</td> <td>Alabama</td> <td>BARBOUR</td> <td>AL</td> <td>USA</td> </tr> <tr> <td>010000007</td> <td>Alabama</td> <td>BIBB</td> <td>AL</td> <td>USA</td> </tr> </tbody> </table> </div>	Geog Location Code	State/Country Description	City	State	Country	010000000	Alabama	ALABAMA	AL	USA	010000001	Alabama	AUTAUGA	AL	USA	010000003	Alabama	BALDWIN	AL	USA	010000005	Alabama	BARBOUR	AL	USA	010000007	Alabama	BIBB	AL	USA
Geog Location Code	State/Country Description	City	State	Country																											
010000000	Alabama	ALABAMA	AL	USA																											
010000001	Alabama	AUTAUGA	AL	USA																											
010000003	Alabama	BALDWIN	AL	USA																											
010000005	Alabama	BARBOUR	AL	USA																											
010000007	Alabama	BIBB	AL	USA																											
Location Name	Will display once a Geographical Location is selected																														
City	Will display once a Geographical Location is selected																														
Job Title	Job the member will serve in at the location. This is the list of Force Element values																														
ICS Section	ICS Section the member will report to																														
Effective Date	Effective Date for the new row being added to the Member Locations grid																														
	Used to add a new member location row																														
	Used to delete a member location row																														

6. Click the Save button at the page once complete.

The Mbr Status will update to **Mobilized** if a Mobilization Date is entered and **Demobilized** if a Demobilization Date is entered.

Member Source		Member Processing		Audit		
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2		Request Type:	Individual Augmentation
Requirement Nbr:	10001	Title:	CDAT		Requirement Status:	Partially Sourced
Begin Date:	03/13/2017	End Date:	11/30/2017		Duration (Days):	263.0
<b>Mobilization Processing</b>						
Empl ID:				Mbr Status:	Mobilized	
Reg Region:	Reservists			Business Unit:	OFFCG	
Empl Class:	Extended Active Duty			Empl Cat:		
Rank:	LT			Clearance:	SECRET	
Current Dept:	007847	SEC LAKE MICH CP/RDNS STF		Destination Dept:	007037	MSST HONOLULU (91107)
Mobilization Date:	03/16/2017			Demobilization Date:		
Incident Check-in Date:	03/17/2017			Incident Check-out Date:		
Return Home Date:						
<b>Member Locations</b>						
Personalize   Find   First 1 of 1 Last						
	Geographical Location	Location Name	City	Job Title	ICS Section	*Effective Date
1	BE2550000	Belgium	GROBBENDONK	BOARDING OFFICER CERTIFICATION ASHORE	Operations	03/17/2017

7. Close the Member Processing tab and return to Home.

## 10.5 Sourcing Audit

The Sourcing Audit shows an audit record of changes to the Member Sourcing and Member Processing pages.

Member Source
Member Processing
**Audit**

Request Nbr: 1000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation  
Requirement Nbr: 10001 Title: CDAT Requirement Status: Partially Sourced  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Member Source
Operational Detail
Member Processing Dates
Summary

User ID	Name	Datetime Modified	Action	Begin Date	End Date	Empl ID	Sourced Member	Report Date
1		03/16/2017 10:51:19AM	Change	03/16/2017	10/30/2017			03/17/2017
2		03/16/2017 9:37:15AM	Add	03/16/2017	10/30/2017			03/17/2017

Member Location Audit

User ID	Name	Datetime Modified	Action	Geog Location Code	Job Title	ICS Section	Effective Date
1		03/16/2017 10:51:19AM	Add	BE2550000	BOARDING OFFICER CERTIFICATION ASHORE	Operations	03/17/2017

Member Source
Member Processing
**Audit**

Request Nbr: 1000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation  
Requirement Nbr: 10001 Title: CDAT Requirement Status: Partially Sourced  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Member Source
Operational Detail
Member Processing Dates
Summary
Operational Detail

User ID	Name	Datetime Modified	Action	Operational Category	Order Type	Contingency ID	Travel Order Number	Travel LOA	Supporting Command	Tasking Status
1		03/16/2017 10:51:19AM	Change	OprSupport	T10 Contingency Invol Orders		123569874	7/9/PASDER/875G6/45	PAC AREA	Partially Sourced
2		03/16/2017 9:37:15AM	Add	OprSupport	T10 Contingency Invol Orders		123569874	7/9/PASDER/875G6/45	PAC AREA	Partially Sourced

Member Location Audit

User ID	Name	Datetime Modified	Action	Geog Location Code	Job Title	ICS Section	Effective Date
1		03/16/2017 10:51:19AM	Add	BE2550000	BOARDING OFFICER CERTIFICATION ASHORE	Operations	03/17/2017

Member Source
Member Processing
**Audit**

Request Nbr: 1000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation  
Requirement Nbr: 10001 Title: CDAT Requirement Status: Partially Sourced  
Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

Member Source
Operational Detail
Member Processing Dates
Summary
Operational Detail
Member Processing Dates

User ID	Name	Datetime Modified	Action	Mobilization Date	Demobilization Date	Incident Check-in Date	Incident Check-out Date
1		03/16/2017 10:51:19AM	Change				
2		03/16/2017 9:37:15AM	Add				

Member Location Audit

User ID	Name	Datetime Modified	Action	Geog Location Code	Job Title	ICS Section	Effective Date
1		03/16/2017 10:51:19AM	Add	BE2550000	BOARDING OFFICER CERTIFICATION ASHORE	Operations	03/17/2017

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created



Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Member Source – Summary</b>	
User ID	Emplid of the user who added or modified the record
Name	Name of the user who added or modified the record
Datetime Modified	Date and time the record was modified (added, changed)
Action	Type of action that was taken on the record
Begin Date	Source Begin Date as entered on the Member Source page
End Date	Source End Date as entered on the Member Source page
Empl ID	Emplid of the member sourced to the requirement
Sourced Member	Name of the member sourced to the requirement
Report Date	Report Date as entered on the Member Source page
<b>Member Location Audit</b>	
User ID	Emplid of the user who added or modified the record
Name	Name of the user who added or modified the record
Datetime Modified	Date and time the requirement was modified
Action	Action that was taken on the record
Geog Location Code	Geographical Location entered on the Member Processing page
Job Title	Job Title entered on the Member Processing page
ICS Section	ICS Section entered on the Member Processing page
Effective Date	Effective Date entered on the Member Processing page
<b>Member Source – Operational Detail</b>	
User ID	Emplid of the user who added or modified the record
Name	Name of the user who added or modified the record
Datetime Modified	Date and time the record was modified (added, changed)
Action	Type of action that was taken on the record
Operational Category	Operational Category of the record
Order Type	Order Type associated with the sourcing record
Contingency ID	Contingency ID associated with the sourcing record
Travel Order Number	Travel Order Number as entered on the Member Source page
Travel LOA	Travel LOA as entered on the Member Source page
Supporting Command	Supporting Command as selected on the Member Source page
Tasking Status	Tasking Status as selected on the Member Source page
<b>Member Source – Member Processing Dates</b>	
User ID	Emplid of the user who added or modified the record
Name	Name of the user who added or modified the record
Datetime Modified	Date and time the record was modified (added, changed)
Action	Type of action that was taken on the record
Mobilization Date	Mobilization Date entered on the Member Processing page
Demobilization Date	Demobilization Date entered on the Member Processing page
Incident Check-in Date	Incident Check-in Date entered on the Member Processing page
Incident Check-out Date	Incident Check-out Date entered on the Member Processing page

## 10.6 Correcting a Member Sourcing Record

This section of the user guide provides the steps for updating data on a sourcing record, removing a sourced member from a requirement, and changing the member that is sourced to a requirement.

1. Select the [Requirement Sourcing](#) link in the Mobilization pagelet.

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<b><a href="#">Requirement Sourcing</a></b>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the search fields to pull up the member's sourcing record.

**Requirement Sourcing**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID:    
 Empl Record:    
 Last Name:    
 First Name:    
 Request Nbr:    
 Requirement Nbr:    
 Requirement Title:    
☐ Case Sensitive

3. Click the Search button and select the row for the appropriate sourcing record.



Members can be sourced to more than one requirement with different Source Begin and Source End dates, as seen below. Be sure to select the correct member record.

Search Results

View All

First1-4 ofLast

Empl ID	Empl Record	Last Name	First Name	Business Unit	Regulatory Region	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date	Term Ending Date
				OFFCG	AD	10000002	PRL	10001	MALFO	Partial	03/13/2017	04/28/2017
				ENLCG	RSV	10000002	PRL	10003	MALFO	Partial	03/13/2017	12/31/2017
				OFFCG	RSV	10000006	IA	10001	CDAT	Partial	03/16/2017	10/30/2017
				ENLCG	RSV	10000002	PRL	10002	MALFO - ARE	Sourced	03/15/2017	11/30/2017

4. Follow the steps in section "[10.6.1 Correcting Date on a Member Source Record](#)" to edit member sourcing data. Follow the steps in section "[10.6.2 Delete a Sourced Member from a Requirement](#)" to delete a member that is sourced to a requirement. Follow the steps in section "[10.6.3 Change the Member Sourced to a Requirement](#)" to change the member that is sourced to a requirement.

### 10.6.1 Correcting Data on a Member Source Record

1. Follow the steps in section “[6.1 Correcting a Member Sourcing Record](#)” to pull up the member record that needs to be corrected.
2. Once on the Member Source page, use the table below to update the fields as needed.

Member Source				Member Processing		Audit	
Request Nbr:	10000006	Request Title:	YELLOW OPS SUPPORT 2		Request Type:	Individual Augmentation	
Requirement Nbr:	10001	Title:	CDAT		Requirement Status:	Partially Sourced	
Begin Date:	03/13/2017	End Date:	11/30/2017		Duration (Days):	263.0	
<b>Sourced Member</b>							
Empl ID:		Mbr Status:	Mobilized		Trans ID:	2392066	
Reg Region:	Reservists	Business Unit:	OFFCG		Order Status:	Proposed	
Empl Class:	Extended Active Duty		Empl Cat:				
Rank:	LT		Clearance:		SECRET		
Current Dept:	007847	SEC LAKE MICH CP/RDNS STF		Destination Dept:	007037	MSST HONOLULU (91107)	
*Begin Date:	03/16/2017			*End Date:	10/30/2017		
Report Date:	03/17/2017			Duration (Days):	229		
<b>Operational Detail</b>							
Operational Category:	Operational Support				<a href="#">Order-Ready Message</a>		
Order Type:	T10 Contingency Invol Orders						
Contingency ID:							
Travel Order Nbr:	123569874						
Travel Line of Accounting:	7/9/PASDER/875G6/45						
*Supporting Command:	PAC AREA						
*Tasking Status:	Partially Sourced						

**NOTE:** If the Source Begin and End Dates need to be extended, please be sure the new dates are within the range of the Requirement Begin and End Dates. If the Source Begin and End Dates are not within the range of the Requirement Begin and End Dates, users will be required to extend the requirement dates **BEFORE** extending the sourcing dates. The requirement dates can only be extended via the Requirement Details page. Follow the steps in section “[7 Mobilization Requirements](#)” to search for the requirement with dates that need to be extended.


Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created. This data cannot be changed
Request Title	Display only Request Title as entered on the Request Data page. This data can only be changed via the Request Data page
Request Type	Display only Request Type selected when the request is created. This data cannot be changed

Requirement Nbr	Display only Requirement Number generated when the requirement is created. This data cannot be changed
Title	Display only Requirement Title as entered on the Requirement Details page. This data can only be changed via the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page. This data can only be changed via the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page. This data can only be changed via the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Sourced Member</b>	
Empl ID	Emplid and name of the member being sourced to the requirement
Mbr Status	Status of the member in relation to the specific requirement. Available values are: <b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page <b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page <b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page
Trans ID	Reserve Order Trans ID will display once a Direct Access RSV Order has been generated for the member
Order Status	Status of Direct Access RSV Order will display here. Available values are: <b>Proposed</b> – Initial order has been created <b>Authorized</b> – Order has been authorized by DXR <b>Ready</b> – Travel details have been approved. Order is ready for member to depart <b>En Route</b> – Departs/Reports approved. Member has departed home unit <b>Finished</b> – Order execution completed <b>Cancelled</b> – Order has been cancelled
Create Order	Link that allows authorized users to create RSV Orders for member Reserve members sourced to requirements
Reg Region	Reg Region of the member sourced to the requirement
Business Unit	Business Unit of the member sourced to the requirement
Empl Class	Empl Class of the member sourced to the requirement
Empl Cat	Empl Cat of the member sourced to the requirement
Rank	Rank of the member sourced to the requirement
Clearance	Security Clearance of the member sourced to the requirement
Current Dept	Current Department of the member sourced to the requirement
Destination Dept	Destination Department of the member sourced to the requirement
Begin Date	Source Begin Date of the member sourced to the requirement
End Date	Source End Date of the member sourced to the requirement
Report Date	Report Date of the member sourced to the requirement
Duration (Days)	Number of days member is sourced to the requirement
<b>Compliance</b>	

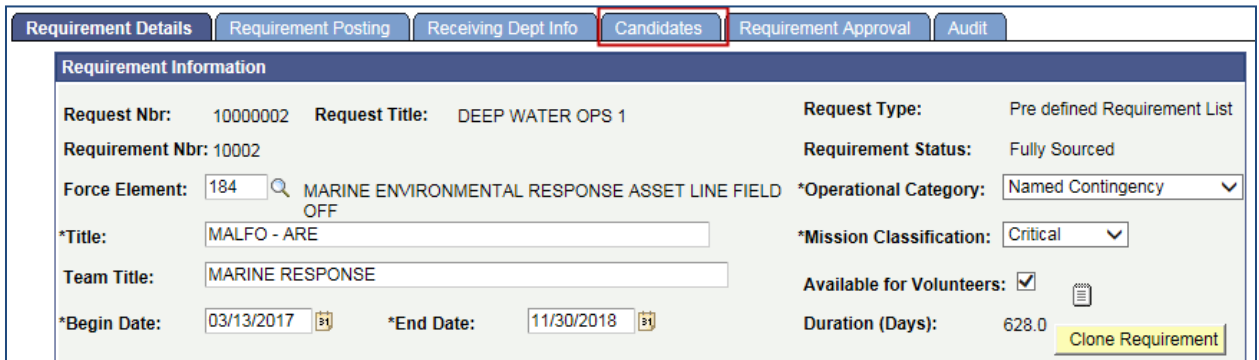
Compliance – Member Qualifications	Compliance grid that display the member’s compliance related to the Qualifications, Grade(s), Rate, Business Unit, Reg Region, and Security Clearance required for the requirement
<b>Operational Detail</b>	
Operational Category	Display only Operational Category as selected on the Requirement Details page
Order Type	Order Type related to the member and sourcing record. Available options include: <div data-bbox="613 468 987 726" data-label="List-Group"> <ul style="list-style-type: none"> <li>ADT Orders</li> <li>IDT Orders</li> <li>T10 ADOS Long Term Orders</li> <li>T10 ADOS Short Term Orders</li> <li>T10 Contingency Invol Orders</li> <li>T10 Contingency Vol Orders</li> <li>T14 Disaster Orders</li> <li>TDY AD/Civ/Aux Disaster Orders</li> <li>TDY AD/Civ/Aux Orders</li> </ul> </div>
Order-Ready Message	Link that generates an order ready message related to the Order Type selected for the member and requirement
Contingency ID	Order Contingency ID related to the order. These values are setup and maintained as part of RSV Orders
Travel Order Nbr	Travel Order Number
Travel Line of Accounting	Travel Line of Accounting
Supporting Command	Supporting Command related to the requirement and sourcing record
Tasking Status	Tasking Status of <b>Partially Sourced</b> or <b>Fully Sourced</b> . This should be selected after all fields on the page have been completed

- Click Save at the bottom of the page to commit the changes.

### 10.6.2 Delete a Sourced Member from a Requirement

 Sourced members can only be deleted from a requirement if a RSV Order has not been initiated for the member in Direct Access **AND** the member has not been checked in on the Member Processing page.

- Follow the steps in section “[7.1.1 Viewing Requirements via Mobilization Request](#)” to search for requirements via Mobilization Request. Follow the steps in section “[7.1.2 Viewing Requirements via Requirement Navigator](#)” to search for requirements via the Requirement Navigator.
- Once on the Requirement Details page, click the Candidates tab.



Requirement Details				Requirement Posting	Receiving Dept Info	Candidates	Requirement Approval	Audit
<b>Requirement Information</b>								
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1			Request Type:	Pre defined Requirement List	
Requirement Nbr:	10002	Requirement Status:	Fully Sourced					
Force Element:	184		MARINE ENVIRONMENTAL RESPONSE ASSET LINE FIELD OFF			*Operational Category:	Named Contingency	
*Title:	MALFO - ARE					*Mission Classification:	Critical	
Team Title:	MARINE RESPONSE					Available for Volunteers:	<input checked="" type="checkbox"/>	
*Begin Date:	03/13/2017	*End Date:	11/30/2018			Duration (Days):	628.0	
						<a href="#">Clone Requirement</a>		

- Once on the Candidates page, click the Delete button on the row of the sourced member.

Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Dept	Dept Name	SFO Dept	Command Approval	Approver Name	Rank	Approver Dept	Selected	Sourced
1 Volunteer			Sourced	MST1	RSV	SECRET	002817	RESERVE PERS MGMT	010093			CDR	008154	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Selected			Active	ME1	RSV	SECRET	007220	SEC SAN DIEGO ENFORCEMENT DIV	042632					<input type="checkbox"/>	<input type="checkbox"/>

The user will get a message stating that the delete will occur when the transaction is saved.

**Delete Confirmation**

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

- Click OK.
- Click Save at the bottom of the page to commit the changes.

Member Empl ID:

Empl Record:

The Requirement Status will update to Open.

**NOTE:** The sourced member's data will still display under Sourced Member on the Candidates page. Users will need to close the tab and reenter the Requirement Details page.

Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002	Title:	MALFO - ARE	Requirement Status:	Open
Begin Date:	03/13/2017	End Date:	11/30/2018	Duration (Days):	628.0

**Sourced Member**

Empl ID:		Member Status:	Sourced	Trans ID:	
Rank:	MST1	Clearance:	SECRET	Order Status:	
Current Dept:	002817	RESERVE PERS MGMT			
Begin Date:	03/15/2017	End Date:	11/30/2017		
Duration (Days):	261				<a href="#">Source Member</a>

Once users reenter the page, the Sourced Member section will be blank.

Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002	Title:	MALFO - ARE	Requirement Status:	Open
Begin Date:	03/13/2017	End Date:	11/30/2018	Duration (Days):	628.0
<b>Sourced Member</b>					
Empl ID:		Member Status:		Trans ID:	
Rank:		Clearance:		Order Status:	
Current Dept:					
Begin Date:		End Date:			
Duration (Days):					<a href="#">Source Member</a>

### 10.6.3 Change the Member Sourced to a Requirement

This section of the user guides provides instructions for removing a sourced member from a requirement and sourcing a new member. **NOTE:** The member sourced to a requirement cannot be changed if the member has already been checked in on the Member Processing page.

- Follow the steps in section “[7.1.1 Viewing Requirements via Mobilization Request](#)” to search for requirements via Mobilization Request. Follow the steps in section “[7.1.2 Viewing Requirements via Requirement Navigator](#)” to search for requirements via the Requirement Navigator.
- Once on the Requirement Details page, click the Candidates tab.

Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit
<b>Requirement Information</b>					
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002			Requirement Status:	Fully Sourced
Force Element:	184	MARINE ENVIRONMENTAL RESPONSE ASSET LINE FIELD OFF		*Operational Category:	Named Contingency
*Title:	MALFO - ARE			*Mission Classification:	Critical
Team Title:	MARINE RESPONSE			Available for Volunteers:	<input checked="" type="checkbox"/>
*Begin Date:	03/13/2017	*End Date:	11/30/2018	Duration (Days):	628.0
<a href="#">Clone Requirement</a>					

- Once on the Candidates page, click the Delete button on the row of the sourced member.

The user will get a message stating that the delete will occur when the transaction is saved.

4. Click OK.
5. Click Save at the bottom of the page to commit the changes.

The Requirement Status will update to Open.

**NOTE:** The sourced member's data will still display under Sourced Member on the Candidates page. Users will need to close the tab and reenter the Requirement Details page.

Once users reenter the page, the Sourced Member section will be blank.



Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit
Request Nbr: 10000002		Request Title: DEEP WATER OPS 1		Request Type: Pre defined Requirement List	
Requirement Nbr: 10002		Title: MALFO - ARE		Requirement Status: Open	
Begin Date: 03/13/2017		End Date: 11/30/2018		Duration (Days): 628.0	
<b>Sourced Member</b>					
Empl ID:		Member Status:		Trans ID:	
Rank:		Clearance:		Order Status:	
Current Dept:		End Date:			
Begin Date:					
Duration (Days):				<a href="#">Source Member</a>	

- If needed, use the Member Empl ID and Empl Record fields to add the new member that will be sourced to the requirement. Click the Save button at the bottom of the page once complete.
- Use the Selected checkbox to select the new member that will be sourced to the requirement. Click the Save button at the bottom of the page once complete.

Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit										
Request Nbr: 10000002		Request Title: DEEP WATER OPS 1		Request Type: Pre defined Requirement List											
Requirement Nbr: 10002		Title: MALFO - ARE		Requirement Status: Open											
Begin Date: 03/13/2017		End Date: 11/30/2018		Duration (Days): 628.0											
<b>Sourced Member</b>															
Empl ID:		Member Status:		Trans ID:											
Rank:		Clearance:		Order Status:											
Current Dept:		End Date:													
Begin Date:															
Duration (Days):				<a href="#">Source Member</a>											
<b>Candidates</b>															
Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	Dept Name	SPO Deptid	Command Approval	Approver Name	Rank	Approver Deptid	Selected	Sourced
1 Selected			Mobilized	LT	RSV	SECRET	007847	SEC LAKE MICH CP/RODNS STF	042191					<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Selected			Active	ME1	RSV	SECRET	007220	SEC SAN DIEGO ENFORCEMENT DIV	042632					<input type="checkbox"/>	<input type="checkbox"/>
Member Empl ID:															
Empl Record:															
<a href="#">Add to List</a>															
<a href="#">Save</a>															

The Requirement Status will update to Filled.

## Direct Access Mobilization System User Guide

Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1			Request Type:	Pre defined Requirement List				
Requirement Nbr:	10002	Title:	MALFO - ARE			Requirement Status:	Filled				
Begin Date:	03/13/2017	End Date:	11/30/2018			Duration (Days):	628.0				
Sourced Member											
Empl ID:				Member Status:				Trans ID:			
Rank:				Clearance:				Order Status:			
Current Dept:											
Begin Date:				End Date:							
Duration (Days):								<a href="#">Source Member</a>			
Candidates											
Type	Empl ID	Name	Mobilization Status	Rank	Reg Region	Clearance	Deptid	Dept Name	SPO Deptid		
1 Selected			Mobilized	LT	RSV	SECRET	007847	SEC LAKE MICH CP/RDNS STF	042191		
2 Selected			Active	ME1	RSV	SECRET	007220	SEC SAN DIEGO ENFORCEMENT DIV	042632		
Member Empl ID: <input type="text"/>											
Empl Record: <input type="text"/> 0											

8. Click the [Source Member](#) link.

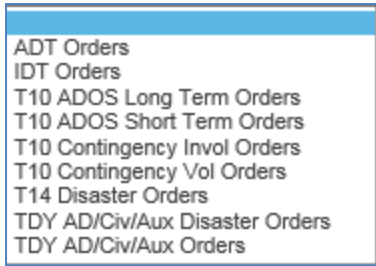
Requirement Details		Requirement Posting		Receiving Dept Info		Candidates		Requirement Approval		Audit	
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1			Request Type:	Pre defined Requirement List				
Requirement Nbr:	10002	Title:	MALFO - ARE			Requirement Status:	Filled				
Begin Date:	03/13/2017	End Date:	11/30/2018			Duration (Days):	628.0				
Sourced Member											
Empl ID:				Member Status:				Trans ID:			
Rank:				Clearance:				Order Status:			
Current Dept:											
Begin Date:				End Date:							
Duration (Days):								<div style="border: 2px solid red; padding: 2px;"><a href="#">Source Member</a></div>			

The user is brought to the Member Source page.

9. Complete the Member Source fields as indicated below.

Member Source		Member Processing		Audit	
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002	Title:	MALFO - ARE	Requirement Status:	Filled
Begin Date:	03/13/2017	End Date:	11/30/2018	Duration (Days):	628.0
<b>Sourced Member</b>					
Empl ID:		Mbr Status:		Trans ID:	
Reg Region:	Reservists	Business Unit:	OFFCG	Order Status:	<a href="#">Create Order</a>
Empl Class:	Extended Active Duty	Empl Cat:			
Rank:	LT	Clearance:	SECRET		
Current Dept:	007847 SEC LAKE MICH CP/RDNS STF	Destination Dept:	006738 USS JOHN S. MCCAIN (DDG-56)		
*Begin Date:	12/01/2017	*End Date:	03/31/2018		
Report Date:		Duration (Days):	121		
<b>Operational Detail</b>					
Operational Category:	Named Contingency			<a href="#">Order-Ready Message</a>	
Order Type:	T10 ADOS Long Term Orders				
Contingency ID:					
Travel Order Nbr:					
Travel Line of Accounting:					
*Supporting Command:	FORCECOM				
*Tasking Status:	Partially Sourced				

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Sourced Member</b>	
Empl ID	Emplid and name of the member being sourced to the requirement
Mbr Status	Status of the member in relation to the specific requirement. Available values are: <b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page <b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page

	<b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page
Trans ID	Reserve Order Trans ID will display once a Direct Access RSV Order has been initiated for the member
Order Status	Status of Direct Access RSV Order will display here. Available values are: <b>Proposed</b> – Initial order has been created <b>Authorized</b> – Order has been authorized by DXR <b>Ready</b> – Travel details have been approved. Order is ready for member to depart <b>En Route</b> – Departs/Reports approved. Member has departed home unit <b>Finished</b> – Order execution completed <b>Cancelled</b> – Order has been cancelled
Create Order	Link that allows authorized users to create RSV Orders for Reserve members sourced to requirements
Reg Region	Reg Region of the member being sourced to the requirement
Business Unit	Business Unit of the member being sourced to the requirement
Empl Class	Empl Class of the member being sourced to the requirement
Empl Cat	Empl Cat of the member being sourced to the requirement
Rank	Rank of the member being sourced to the requirement
Clearance	Security Clearance of the member being sourced to the requirement
Current Dept	Current Department of the member being sourced to the requirement
Destination Dept	Destination Department of the member being sourced to the requirement
Begin Date	Source Begin Date of the member being sourced to the requirement
End Date	Source End Date of the member being sourced to the requirement
Report Date	Report Date of the member being sourced to the requirement
Duration (Days)	Number of days member is sourced to the requirement
<b>Compliance</b>	
Compliance – Member Qualifications	Compliance grid that display the member’s compliance related to the Qualifications, Grade(s), Rate, Business Unit, Reg Region, and Security Clearance required for the requirement
<b>Operational Detail</b>	
Operational Category	Display only Operational Category as selected on the Requirement Details page
Order Type	Order Type related to the member and sourcing record. Available options include: 
Order-Ready Message	Link that generates an order message related to the Order Type selected for the member and requirement. <b>NOTE:</b> ADT Orders and IDT Orders do not have order-ready messages
Contingency ID	Order Contingency ID related to the order. These values are setup and maintained as part of RSV Orders

Travel Order Nbr	Travel Order Number
Travel Line of Accounting	Travel Line of Accounting
Supporting Command	Supporting Command related to the requirement and sourcing record
Tasking Status	Tasking Status of <b>Partially Sourced</b> or <b>Fully Sourced</b> . This should be selected after all fields on the page have been completed

**NOTE:** If the member is sourced to another requirement with the same source dates, the user will get the following message. Click OK and change the Source Begin Date and/or Source End Date accordingly.

**Message**

This member is currently sourced in the following requirements as shown below; which conflicts with the sourcing dates entered. Request #10000006/Requirement #10001 from Source Begin Date 2017-03-16 to Source End Date 2017-10-30

OK

10. Click the Save button at the bottom of the page once complete.

The Requirement Status will update to the Tasking Status selected.

Member Source
Member Processing
Audit

Request Nbr: 10000002    Request Title: DEEP WATER OPS 1    Request Type: Pre defined Requirement List  
Requirement Nbr: 10002    Title: MALFO - ARE    Requirement Status: Partially Sourced  
Begin Date: 03/13/2017    End Date: 11/30/2018    Duration (Days): 628.0

**Sourced Member**

Empl ID:		Mbr Status:	Sourced	Trans ID:	
Reg Region:	Reservists	Business Unit:	OFFCG	Order Status:	
Empl Class:	Extended Active Duty	Empl Cat:		<a href="#">Create Order</a>	
Rank:	LT	Clearance:	SECRET		
Current Dept:	007847    SEC LAKE MICH CP/RDNS STF	Destination Dept:	006738    USS JOHN S. MCCAIN (DDG-56)		
*Begin Date:	12/01/2017	*End Date:	03/31/2018		
Report Date:		Duration (Days):	121		

11. Close the Member Source tab.

You will be returned to the Candidates page. **NOTE:** The sourced member will not display on the Candidates page until the record is refreshed.

12. Close the Requirement Details tab.

You will be returned to the Manage Requirements page or Requirement Navigator, depending on which you used to initially search for the sourcing record to change.

13. Select the requirement number link in the grid for the requirement that was just sourced.

14. Once on the Requirement Details page, click the Candidates tab.

Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit
<b>Requirement Information</b>					
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002	Requirement Status:	Partially Sourced		
Force Element:	184	MARINE ENVIRONMENTAL RESPONSE ASSET LINE FIELD OFF		*Operational Category:	Named Contingency
*Title:	MALFO - ARE		*Mission Classification:	Critical	
Team Title:	MARINE RESPONSE		Available for Volunteers:	<input checked="" type="checkbox"/>	
*Begin Date:	03/13/2017	*End Date:	11/30/2018	Duration (Days):	628.0
<a href="#">Clone Requirement</a>					

The Requirement Status will reflect as the Tasking Status selected on the Member Source page. The sourced member information will display in the Sourced Member section of the Candidates page. The Sourced checkbox will be checked in the candidate list for the sourced member.

Requirement Details	Requirement Posting	Receiving Dept Info	<b>Candidates</b>	Requirement Approval	Audit
Request Nbr:	10000002	Request Title:	DEEP WATER OPS 1	Request Type:	Pre defined Requirement List
Requirement Nbr:	10002	Title:	MALFO - ARE	<b>Requirement Status:</b>	Partially Sourced
Begin Date:	03/13/2017	End Date:	11/30/2018	Duration (Days):	628.0
<b>Sourced Member</b>					
Empl ID:		Member Status:	Sourced	Trans ID:	
Rank:	LT	Clearance:	SECRET	Order Status:	
Current Dept:	007847	SEC LAKE MICH CP/RDNS STF			
Begin Date:	12/01/2017	End Date:	03/31/2018		
Duration (Days):	121				

15. Close the Requirement Details tab and return to Home.

## 10.7 Correcting a Member Processing Record

Authorized users will have access to update member processing records as needed.

1. Select the [Requirement Sourcing](#) link in the Mobilization pagelet.

<b>Mobilization</b>	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<b><a href="#">Requirement Sourcing</a></b>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Use the search fields to pull up the member's sourcing record.

**Requirement Sourcing**


Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

Empl ID:    
 Empl Record:    
 Last Name:    
 First Name:    
 Request Nbr:    
 Requirement Nbr:    
 Requirement Title:    
☐ Case Sensitive

- Click the Search button and select the row for the appropriate sourcing record.

 Members can be sourced to more than one requirement with different Source Begin and Source End dates, as seen below. Be sure to select the correct member record.

**Search Results**

View All First 1-4 of 4 Last

Empl ID	Empl Record	Last Name	First Name	Business Unit	Regulatory Region	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date	Term Ending Date
				OFFCG	AD	10000002	PRL	10001	MALFO	Partial	03/13/2017	04/28/2017
				ENLCG	RSV	10000002	PRL	10003	MALFO	Partial	03/13/2017	12/31/2017
				OFFCG	RSV	10000006	IA	10001	CDAT	Partial	03/16/2017	10/30/2017
				ENLCG	RSV	10000002	PRL	10002	MALFO - ARE	Sourced	03/15/2017	11/30/2017

- Select the Member Processing tab.

**Member Source** **Member Processing** **Audit**

Request Nbr: 10000006 Request Title: YELLOW OPS SUPPORT 2 Request Type: Individual Augmentation  
 Requirement Nbr: 10001 Title: CDAT Requirement Status: Partially Sourced  
 Begin Date: 03/13/2017 End Date: 11/30/2017 Duration (Days): 263.0

**Sourced Member**




Empl ID:		Mbr Status:	Sourced	Trans ID:	2392066
Reg Region:	Reservists	Business Unit:	OFFCG	Order Status:	Proposed
Empl Class:	Extended Active Duty	Empl Cat:			
Rank:	LT	Clearance:	SECRET		
Current Dept:	007847 SEC LAKE MICH CP/RDNS STF	Destination Dept:	007037 MSST HONOLULU (91107)		
*Begin Date:	03/16/2017	*End Date:	10/30/2017		
Report Date:	03/17/2017	Duration (Days):	229		

- Update the fields as indicated below.

Member Source		Member Processing		Audit		
Request Nbr:	1000006	Request Title:	YELLOW OPS SUPPORT 2			
Requirement Nbr:	10001	Title:	CDAT			
Begin Date:	03/13/2017	End Date:	11/30/2017			
		Request Type:	Individual Augmentation			
		Requirement Status:	Partially Sourced			
		Duration (Days):	263.0			
<b>Mobilization Processing</b>						
Empl ID:			Mbr Status:	Mobilized		
Reg Region:	Reservists		Business Unit:	OFFCG		
Empl Class:	Extended Active Duty		Empl Cat:			
Rank:	LT		Clearance:	SECRET		
Current Dept:	007847	SEC LAKE MICH CP/ORDNS STF	Destination Dept:	007037	MSST HONOLULU (91107)	
Mobilization Date:	03/16/2017		Demobilization Date:			
Incident Check-in Date:	03/17/2017		Incident Check-out Date:			
Return Home Date:						
<b>Member Locations</b>						
Geographical Location		Location Name	City	Job Title	ICS Section	*Effective Date
1	BE2550000	Belgium	GROBBENDONK	BOARDING OFFICER CERTIFICATION ASHORE	Intel/Invest	03/18/2017
2	BE2550000	Belgium	GROBBENDONK	BOARDING OFFICER CERTIFICATION ASHORE	Operations	03/17/2017

Field	Description/Instructions
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Request Type	Display only Request Type selected when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Display only Requirement Status
Begin Date	Display only Begin Date as entered on the Requirement Details page
End Date	Display only End Date as entered on the Requirement Details page
Duration (Days)	Display only number of days between requirement Begin Date and End Date
<b>Mobilization Processing</b>	
Empl ID	Emplid and name of the member sourced to the requirement
Mbr Status	<p>Status of the member in relation to the specific requirement. Available values are:</p> <p><b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page</p> <p><b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page</p> <p><b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page</p>
Reg Region	Reg Region of the member sourced to the requirement
Business Unit	Business Unit of the member sourced to the requirement
Empl Class	Empl Class of the member sourced to the requirement
Empl Cat	Empl Cat of the member sourced to the requirement
Rank	Rank of the member sourced to the requirement
Clearance	Security Clearance of the member sourced to the requirement
Current Dept	Current Department of the member sourced to the requirement



Destination Dept	Destination Department of the member sourced to the requirement																														
Mobilization Date	Date member leaves to report to the incident																														
Demobilization Date	Date member leaves to return to home unit for incident debriefing and out processing																														
Incident Check-in Date	Date member reports to incident																														
Incident Check-out Date	Date member leaves incident																														
Return Home Date	Date member returns home																														
Member Locations																															
Geographical Location	<div>Use the  to search for the location the member has reported to</div> <div><div><div>Look Up Geographic Location</div><div><div><div>Geog Location Code:</div><div>begins with</div><div></div></div><div><div>State/Country Description:</div><div>begins with</div><div></div></div><div><div>City:</div><div>begins with</div><div></div></div><div><div>State:</div><div>begins with</div><div></div></div><div><div>Country:</div><div>begins with</div><div></div></div></div><div><div>Look Up</div><div>Clear</div><div>Cancel</div><div>Basic Lookup</div></div><div><div>Search Results</div><div>Only the first 300 results can be displayed.</div><div><div>View 100</div><div>First</div><div>1-300 of 300</div><div>Last</div></div><table><thead><tr><th>Geog Location Code</th><th>State/Country Description</th><th>City</th><th>State</th><th>Country</th></tr></thead><tbody><tr><td>010000000</td><td>Alabama</td><td>ALABAMA</td><td>AL</td><td>USA</td></tr><tr><td>010000001</td><td>Alabama</td><td>AUTAUGA</td><td>AL</td><td>USA</td></tr><tr><td>010000003</td><td>Alabama</td><td>BALDWIN</td><td>AL</td><td>USA</td></tr><tr><td>010000005</td><td>Alabama</td><td>BARBOUR</td><td>AL</td><td>USA</td></tr><tr><td>010000007</td><td>Alabama</td><td>BIBB</td><td>AL</td><td>USA</td></tr></tbody></table></div></div></div>	Geog Location Code	State/Country Description	City	State	Country	010000000	Alabama	ALABAMA	AL	USA	010000001	Alabama	AUTAUGA	AL	USA	010000003	Alabama	BALDWIN	AL	USA	010000005	Alabama	BARBOUR	AL	USA	010000007	Alabama	BIBB	AL	USA
Geog Location Code	State/Country Description	City	State	Country																											
010000000	Alabama	ALABAMA	AL	USA																											
010000001	Alabama	AUTAUGA	AL	USA																											
010000003	Alabama	BALDWIN	AL	USA																											
010000005	Alabama	BARBOUR	AL	USA																											
010000007	Alabama	BIBB	AL	USA																											
Location Name	Will display once a Geographical Location is selected																														
City	Will display once a Geographical Location is selected																														
Job Title	Job the member will serve in at the location. This is the list of Force Element values																														
ICS Section	ICS Section the member will report to																														
Effective Date	Effective Date for the new row being added to the Member Locations grid																														
	Used to add a new member location row																														
	Used to delete a member location row																														

6. Click the Save button at the bottom of the page to commit the changes.

## 11 MEMBER SEARCH

The Member Search allows the user to search for qualified candidates to fill requirements.


1. Select the [Member Search](#) link in the Mobilization pagelet.

The screenshot shows a 'Mobilization' pagelet with a grid of links. The 'Member Search' link is highlighted with a red rectangular box. Other links include 'Mobilization Request', 'Tasking Command', 'Requirement Sourcing', 'Operational Name', 'Requirement Navigator', 'Force Element Setup', 'Sourcing History', 'Add a Person', and 'My Mobilization Approvals'.

2. Use one or more of the search fields to search for qualified candidates.

**NOTE:** Users must input at least two search criteria if Emplid is left blank. If the Single Competency search is selected, any values in the Top Competency search fields will be disregarded.


3. Click the Populate button to view search results.

 The Member Search is executed against a large amount of employee data. If the page spins and produces no results after 2 minutes, users should enter additional search criteria and perform a new search.

The screenshot shows the 'Member Search' form. It includes fields for Empl ID, Last Name, First Name, Mobilization Status, Rate, Employee Status, Grade, Department Type, Reg Region, ATU, Department, Business Unit, Gender, Honor/Award, and Course. There are also sections for 'Top Competencies' (with three fields) and 'Single Competency' (with one field). At the bottom, there are 'Populate' and 'Clear' buttons. The 'Populate' button is highlighted with a red rectangular box.

The table below lists the fields on the Member Search page with a description.

Field	Description/Instructions
Empl ID	Emplid of the specific member you are searching for
Last Name	Search for members by Last Name
First Name	Search for members by First Name

Mobilization Status	Search for members by Mobilization Status. Available values are: <b>Active</b> – Member has submitted an application for a requirement OR member has been added as a BNC to a requirement <b>Selected</b> – Member has been selected to fill a requirement, but not yet sourced <b>Sourced</b> – Member has been sourced to a requirement <b>Mobilized</b> – Member has been mobilized to a requirement <b>Demobilized</b> – Member has been demobilized from a requirement
Rate	Search for members by Rate
Reg Region	Search for members by Reg Region. Available values include: <b>AD</b> – Active Duty <b>NOMIL</b> – No Military Service (used for civilians) <b>RSV</b> – Reservists
Grade	Search for members by Grade
Department Type	Search for members by Department Type
Department	Search for members by Department
ATU	Search for members by ATU
Business Unit	Search for members by Business Unit. Available values include: Enlisted CG Officer CG Warrant CG Civilian CG
Gender	Search for members by Gender
Honor/Award	Search for members by a list of 20 available Honors/Awards. Available values include: 
Course	Search for members by Course. <b>NOTE:</b> Only (1) course can be entered at a time. Using a course value will narrow the results to members that have the course as a qualification
Employee Status	Search for members by JOB Employee Status. This field can be used to narrow the results to only display members with an Active HR status. Available values include: <b>Active</b> <b>Retired With Pay</b> <b>Terminated</b>

Single Competency	Search for members by Competency. <b>NOTE:</b> Only (1) competency can be entered at a time. Using a competency value will narrow the results to members that have the competency as a qualification																																																						
Top Competencies	<p>Search for members by multiple “top” competencies. Available values include:</p> <table border="1"> <thead> <tr> <th>Content Item ID</th><th>Description</th></tr> </thead> <tbody> <tr><td><a href="#">ATNNC</a></td><td>Buoy Deck Supervisor</td></tr> <tr><td><a href="#">CXN45PUR</a></td><td>RB-M Pursuit COXN</td></tr> <tr><td><a href="#">CXNSPCTA</a></td><td>SPC-LE Tactical COXN</td></tr> <tr><td><a href="#">CXNSRPR</a></td><td>CB-OTH Pursuit COXN</td></tr> <tr><td><a href="#">DCPQS</a></td><td>DCPQS (Basic)</td></tr> <tr><td><a href="#">DCPQSADV</a></td><td>DCPQS (Advanced)</td></tr> <tr><td><a href="#">EWTSLQ</a></td><td>AN/SLQ-32(V) Maintenance</td></tr> <tr><td><a href="#">FRCOTHPB</a></td><td>FRC-OTH Pursuit BCM</td></tr> <tr><td><a href="#">FRCOTHPG</a></td><td>FRC-OTH Pursuit Coxswain</td></tr> <tr><td><a href="#">FS17</a></td><td>Food Service Officer</td></tr> <tr><td><a href="#">GM18</a></td><td>MK38-1, 25mm Tech</td></tr> <tr><td><a href="#">GM20</a></td><td>MK38-2, 25mm Tech</td></tr> <tr><td><a href="#">GM25</a></td><td>MK49 MOD0 Captain</td></tr> <tr><td><a href="#">MARED</a></td><td>Pollution Responder</td></tr> <tr><td><a href="#">MARET</a></td><td>On Scene Coordinators Represe</td></tr> <tr><td><a href="#">MKACR</a></td><td>AC&amp;R Tech</td></tr> <tr><td><a href="#">OODLA</a></td><td>378 WHEC U/W OOD</td></tr> <tr><td><a href="#">OODLD</a></td><td>270 WMEC U/W OOD</td></tr> <tr><td><a href="#">OODLE</a></td><td>210 WMEC U/W OOD</td></tr> <tr><td><a href="#">OPSBO</a></td><td>Boarding Officer</td></tr> <tr><td><a href="#">OPSBTM</a></td><td>Boarding Team Mbr</td></tr> <tr><td><a href="#">OPSHS</a></td><td>Helicopter LSO</td></tr> <tr><td><a href="#">OS0006</a></td><td>CIC Watchstander AFLOAT</td></tr> <tr><td><a href="#">VA</a></td><td>(OBSOLETE) Victim Advocate</td></tr> <tr><td><a href="#">WMSL-ODD</a></td><td>418 WMSL U/W OOD</td></tr> <tr><td><a href="#">X10601</a></td><td>WQS QMOW WAGB 420</td></tr> </tbody> </table>	Content Item ID	Description	<a href="#">ATNNC</a>	Buoy Deck Supervisor	<a href="#">CXN45PUR</a>	RB-M Pursuit COXN	<a href="#">CXNSPCTA</a>	SPC-LE Tactical COXN	<a href="#">CXNSRPR</a>	CB-OTH Pursuit COXN	<a href="#">DCPQS</a>	DCPQS (Basic)	<a href="#">DCPQSADV</a>	DCPQS (Advanced)	<a href="#">EWTSLQ</a>	AN/SLQ-32(V) Maintenance	<a href="#">FRCOTHPB</a>	FRC-OTH Pursuit BCM	<a href="#">FRCOTHPG</a>	FRC-OTH Pursuit Coxswain	<a href="#">FS17</a>	Food Service Officer	<a href="#">GM18</a>	MK38-1, 25mm Tech	<a href="#">GM20</a>	MK38-2, 25mm Tech	<a href="#">GM25</a>	MK49 MOD0 Captain	<a href="#">MARED</a>	Pollution Responder	<a href="#">MARET</a>	On Scene Coordinators Represe	<a href="#">MKACR</a>	AC&R Tech	<a href="#">OODLA</a>	378 WHEC U/W OOD	<a href="#">OODLD</a>	270 WMEC U/W OOD	<a href="#">OODLE</a>	210 WMEC U/W OOD	<a href="#">OPSBO</a>	Boarding Officer	<a href="#">OPSBTM</a>	Boarding Team Mbr	<a href="#">OPSHS</a>	Helicopter LSO	<a href="#">OS0006</a>	CIC Watchstander AFLOAT	<a href="#">VA</a>	(OBSOLETE) Victim Advocate	<a href="#">WMSL-ODD</a>	418 WMSL U/W OOD	<a href="#">X10601</a>	WQS QMOW WAGB 420
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<a href="#">X10601</a>	WQS QMOW WAGB 420																																																						
Populate	Used to populate the grid results based on the search criteria entered																																																						
Clear	Used to clear the search criteria and grid results to begin a new search																																																						

## 11.1 Member Search Grid Results

The Member Search grid results display members with their associated sourcing and job information. The results will display the current data for the member’s Coast Guard military Employment Instance(s), current data for the member's civilian Employment Instance and POI people.

### Member Search Links:

1. Click the member’s Empl ID in the grid to open the member’s CG Member Info.
2. Click the member’s Last Name in the grid to open the member’s [Sourcing History](#) page to display a list of requirements the member has been selected for or sourced to. If the Last Name link is not available for selection, the member does not have a Mobilization record.

## Direct Access Mobilization System User Guide

Member Information   Employment Information   Department Information   Qualifications   [1-50]											
Mobilization Status	Empl ID	Empl Record	Last Name	First Name	Gender						
1					Male						
2					Male						
3					Male						
4					Male						
5					Male						
6					Male						
7					Male						
8					Male						
9					Male						

Member Information   Employment Information   Department Information   Qualifications   [1-50]											
Mobilization Status	Empl ID	Empl Record	Last Name	First Name	Employee Status	Rank	Grade	Business Unit	Reg Region	Empl Class	Security Clearance
1					Active	MKC	E7	ENLCG	AD	Active Component	Secret
2					Active	MKC	E7	ENLCG	AD	Active Component	Secret
3					Active	MKCS	E8	ENLCG	AD	Active Component	Secret
4					Active	FSC	E7	ENLCG	AD	Active Component	Secret
5					Active	EMC	E7	ENLCG	AD	Active Component	Secret
6					Active	OSCS	E8	ENLCG	AD	Active Component	Top Secret
7					Active	MKCS	E8	ENLCG	AD	Active Component	None
8					Active	OSCS	E8	ENLCG	AD	Active Component	Top Secret
9					Active	MK1	E6	ENLCG	AD	Active Component	Secret

Member Information   Employment Information   Department Information   Qualifications   [1-50]											
Mobilization Status	Empl ID	Empl Record	Last Name	First Name	ATU	District	DeptId	Department Name	SPO DeptId	SPO Dept Name	
1					01	D1 PLNG & FORCE RDNS DIV (DX)	000570	CGC SANIBEL	045431	BASE CAPE COD SPO	
2					38	D7 PLNG & FORCE RDNS DIV (DX)	010612	DD-SFLC MIAMI	041675	BASE MB SPO (PS)	
3					21	D13 PLNG & FORCE RDNS DIV (DX)	000508	CGC POLAR STAR	038079	BASE SEA SPO (PS)	
4					74	D11 PLNG & FORCE RDNS DIV (DX)	009165	TC PET FS SCHOOL BR	002371	TRACEN PET SPO	
5					21	D11 PLNG & FORCE RDNS DIV (DX)	009525	WMSL CREW CHARLIE (STRATTON)	042599	BASE ALAM SPO (PS)	
6					21	D11 PLNG & FORCE RDNS DIV (DX)	008578	WMSL CREW BRAVO (WAESCHE)	042599	BASE ALAM SPO (PS)	
7					21	D11 PLNG & FORCE RDNS DIV (DX)	008578	WMSL CREW BRAVO (WAESCHE)	042599	BASE ALAM SPO (PS)	
8					21	D11 PLNG & FORCE RDNS DIV (DX)	009525	WMSL CREW CHARLIE (STRATTON)	042599	BASE ALAM SPO (PS)	
9					21	D11 PLNG & FORCE RDNS DIV (DX)	008630	WMSL CREW ALPHA (BERTHOLF)	042599	BASE ALAM SPO (PS)	

Member Information   Employment Information   Department Information   Qualifications   [1-50]											
Mobilization Status	Empl ID	Empl Record	Last Name	First Name	Competency 1	Competency 1 Effdt	Competency 2	Competency 2 Effdt	Competency 3	Competency 3 Effdt	Honor/Award
1											
2											
3											
4											
5											
6											
7											
8											
9											

The table below lists the fields on the Member Search grid results with a description.

Field	Description/Instructions
<b>Member Information</b>	
Mobilization Status	<p>The member's current Mobilization Status. If blank, the member does not have a record in Mobilization.</p> <p><b>Active</b> – Member has submitted an application for a requirement OR member has been added as a BNC or Selected candidate type to a requirement</p> <p><b>Selected</b> – Member has been selected to fill a requirement, but not yet sourced</p>

	<b>Sourced</b> – Member has been sourced to a requirement <b>Mobilized</b> – Member has been mobilized to a requirement <b>Demobilized</b> – Member has been demobilized from the requirement
Empl ID	Emplid of the member. Clicking the link takes the user to the member's CG Member Info
Empl Record	Employment Record for the row that is displayed in the search results
Last Name	Last Name of the member. Clicking the link takes the user to the member's Sourcing History page to display a list of requirements the member has been sourced to
First Name	First Name of the member
Gender	Gender of the member
<b>Employment Information</b>	
Employee Status	JOB Employee Status. Available values include: Active Retired With Pay Terminated
Rank	Rank of the member
Grade	Grade of the member
Business Unit	Business Unit of the member. Available values include: <b>CIVCG</b> for Coast Guard Civilians <b>ENLCG</b> for Coast Guard Enlisted members <b>OFFCG</b> for Coast Guard Officers <b>WARCG</b> for Coast Guard Warrant members
Gender	Gender of the member
Reg Region	Member's Reg Region. Available values include: <b>AD</b> – Active Duty <b>NOMIL</b> – No Military Service (used for civilians) <b>RSV</b> – Reservists
Empl Class	Empl Class of the member. Available values include: <b>Active Component</b> <b>Selected Reserve</b> <b>PHS Officer Detailed to CG</b>
Security Clearance	Member's security clearance
<b>Department Information</b>	
ATU	Member's ATU
District	Member's District
Deptid	Department ID of the member's permanent department
Department Name	Name of the member's permanent department
SPO Deptid	Department ID of the member's SPO department
SPO Dept Name	Name of the member's SPO department
<b>Qualifications</b>	
Competency 1	Displays the Top Competency 1 value or the Single Competency value entered in the search field. <b>NOTE:</b> If both a Top Competency 1 value and a Single Competency value are entered in the search, the Top Competency 1 will be disregarded. If no values are entered in the Top Competency 1 or Single Competency fields, this field will be blank in the grid
Competency 1 Effdt	Displays the Effective Date of the Top Competency 1 value or the Single Competency value. If no values are entered in the Top Competency 1 or Single Competency fields, this field will be blank in the grid
Competency 2	Displays the Top Competency 2 value entered in the search field. If no value is

	entered in the Top Competency 2 search field, this field will be blank in the grid
Competency 2 Effdt	Displays the Effective Date of the Top Competency 2 value. If no value is entered in the Top Competency 2 search field, this field will be blank in the grid
Competency 3	Displays the Top Competency 3 value entered in the search field. If no value is entered in the Top Competency 3 search field, this field will be blank in the grid
Competency 3 Effdt	Displays the Effective Date of the Top Competency 3 value. If no value is entered in the Top Competency 3 search field, this field will be blank in the grid
Honor/Award	Displays the Honor/Award value entered in the search field. If no values is entered in the Honor/Award search field, this field will be blank in the grid
Honor/Award Effdt	Displays the Effective Date of the Honor/Award values. If no value is entered in the Honor/Award search field, this field will be blank in the grid

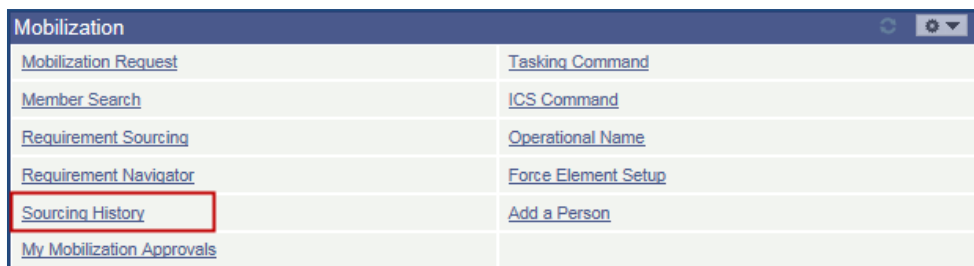
## 12 REQUIREMENT SOURCING HISTORY

This section of the user guide walks through searching for a member's sourcing history and resumes submitted.

### 12.1 Member Sourcing History

The Sourcing History page will display the assignment history for all requirements a member has been fully sourced or partially sourced to.

1. Click the [Sourcing History](#) link in the Mobilization pagelet.



2. Use the search fields to pull up the member's sourcing record. **NOTE:** If searching by Department, users must enter **Department Set ID: 00010**.

**Member Sourcing History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID: begins with

Empl Record: =

Last Name: begins with

First Name: begins with

Department Set ID: begins with

Department: begins with

Business Unit: begins with

- Click the Search button and select the row for the appropriate member record.

**NOTE:** Members can be sourced to more than one requirement and on different employment records, as seen below. Be sure to select the correct employment record row.

**Member Sourcing History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID: begins with

Empl Record: =

Last Name: begins with

First Name: begins with

Department Set ID: begins with

Department: begins with

Business Unit: begins with

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-2 of 2 Last

Empl ID	Empl Record	Last Name	First Name	Department Set ID	Department	Department	Business Unit	Regulatory Region
0				00010	038225	LANTAREA (17)	ENLCG	RSV
1				00010	045066	SECEN ADJUDCIATIVE SVCS BR CIVCG		NOMIL

The Sourcing History page will display for the member. In the screenshot below, the sourcing history for the member's CG military row is displayed.



**Sourcing History** | **Member Resume**

Name: [REDACTED] Empl ID: [REDACTED] **Empl Rcd: 0**

Rank: YNCS Reg Region: Reservists

Employee Status: Active Business Unit: ENLCG

Department: 038225 LANTAREA (17) Clearance: TOP SECRET

**Member Sourcing History** Personalize | Find | [Icons] | First 1 of 1 Last

**Requirement Details** | **Sourcing Details** | [Icons]

Sourcing Status	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Deptid	Dept Name
1 Partially Sourced	10000008	10001	IOGS	YELLOW OPS SUPPORT	008324	SECTOR JUNEAU

---

**Sourcing History** | **Member Resume**

Name: [REDACTED] Empl ID: [REDACTED] **Empl Rcd: 0**

Rank: YNCS Reg Region: Reservists

Employee Status: Active Business Unit: ENLCG

Department: 038225 LANTAREA (17) Clearance: TOP SECRET

**Member Sourcing History** Personalize | Find | [Icons] | First 1 of 1 Last

**Requirement Details** | **Sourcing Details** | [Icons]

Sourcer ID	Sourcer Name	Source Begin	Source End	Sourcing Date	Operational Category	Member Status
1	[REDACTED]	03/01/2017	04/30/2017	03/20/2017	Major Disasters	Sourced

The table below lists the fields on the Sourcing History page with a description.

Field	Description/Instructions
Name	Member's Name
Empl ID	Member's Empl ID
Empl Rcd	Employment Record for the member's record
Rank	Member's Rank
Reg Region	Member's Reg Region
Employee Status	Member's Employee Status
Business Unit	Member's Business Unit
Department	Member's Current Department
Clearance	Member's Security Clearance
<b>Member Sourcing History – Requirement Details</b>	
Sourcing Status	Displays the Tasking Status, Fully Sourced or Partially Sourced, set on the Member Source page
Request Nbr	Display only Request Number generated when the request is created
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Requirement Title	Display only Requirement Title as entered on the Requirement Details page
Operational Name	Operational Name as set on the Request Data page
Deptid	ID of the Destination Department
Dept Name	Name of the Destination Department
<b>Member Sourcing History – Sourcing Details</b>	
Sourcer ID	Emplid of the user that sourced the member to the requirement
Sourcer Name	Name of the user that sourced the member to the requirement

Source Begin	Source Begin Date
Source End	Source End Date
Sourcing Date	Date the member was sourced to the requirement
Operational Category	Operational Category of the requirement
Member Status	Status of the member in relation to the specific requirement. Available values are: <b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is ‘Sourced’ once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page <b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is ‘Mobilized’ once a Mobilization Date has been entered on the Member Processing page <b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is ‘Demobilized’ once a Demobilization Date has been entered on the Member Processing page

- Click the Previous in List or Next in List button, depending on the Empl Rcd you are currently viewing, to view the sourcing records for the member’s other employment records, if applicable.

**Sourcing History** | Member Resume

Name: [Redacted] Empl ID: [Redacted] Empl Rcd: 0  
Rank: YNCS Reg Region: Reservists  
Employee Status: Active Business Unit: ENLCG  
Department: 038225 LANTAREA (17) Clearance: TOP SECRET

**Member Sourcing History** Personalize | Find | First 1 of 1 Last

Requirement Details	Sourcing Details	
Sourcer ID	Sourcer Name	Source Begin Source End Sourcing Date Operational Category Member Status
1	[Redacted]	03/01/2017 04/30/2017 03/20/2017 Major Disasters Sourced

Return to Search Previous in List Next in List

In the screenshot below, the sourcing history for the member’s CG civilian row is displayed.

**Sourcing History** | Member Resume

Name: [Redacted] Empl ID: [Redacted] Empl Rcd: 1  
Rank: GS-11 Reg Region: No Military Service  
Employee Status: Active Business Unit: CIVCG  
Department: 045066 SECEN ADJUDICATIVE SVCS BR Clearance: TOP SECRET

**Member Sourcing History** Personalize | Find | First 1 of 1 Last

Requirement Details	Sourcing Details	
Sourcer ID	Sourcer Name	Source Begin Source End Sourcing Date Operational Category Member Status
	[Redacted]	05/01/2017 11/30/2017 03/20/2017 Major Disasters Sourced

## 12.2 Member Resume

The Member Resume page will display a history of requirements a member has applied for or been added to as a BNC or Selected candidate type. The Member Resume also shows a history of resumes/comments entered by the member.

1. Follow the steps in section “[12.1 Member Sourcing History](#)” to pull up the member’s sourcing record.
2. Click the Member Resume tab.

The screenshot shows the 'Member Resume' tab selected. Member details include: Name (redacted), Empl ID (redacted), Empl Rcd: 0, Rank: MST1, Reg Region: Reservists, Employee Status: Active, Business Unit: ENLOG, Department: 002817 RESERVE PERS MGMT, and Clearance: SECRET.

Below the details is a section titled 'Member Sourcing History' with a table showing one record:

Requirement Details	Sourcing Details					
Sourcing Status	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Deptid	Dept Name
1						

The Member Resume page will display.

The top portion of the page will display the requirements that member has applied for and submitted to a command endorser for approval.

The screenshot shows the 'Member Resume' tab selected. Member details are the same as in the previous screenshot.

Below the details is a section titled 'Requirements Member have applied for' with a table showing five records:

Requirement Details	Application Details							
Request Nbr	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate
1	10000000 MSTC ISO MIAMI OIL SPILL IMT	10001	ASGS3	Open	03/20/2017	03/20/2018	ANY	ANY
2	10000002 DEEP WATER OPS 1	10022	MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY
3	10000002 DEEP WATER OPS 1	10005	MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY
4	10000002 DEEP WATER OPS 1	10006	MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY
5	10000002 DEEP WATER OPS 1	10015	MALFO - WA	Open	03/13/2017	09/30/2018	AD	ANY

Sourcing History		Member Resume	
Name:		Empl ID:	Empl Rcd: 0
Rank:	MST1	Reg Region:	Reservists
Employee Status:	Active	Business Unit:	ENLCG
Department:	002817 RESERVE PERS MGMT	Clearance:	SECRET

Requirements Member have applied for									
Personalize   Find   View All   First 1-11 of 11   Last									
Requirement Details   Application Details   TEST									
Request Nbr	Request Title	Requirement Nbr	Application Date	Application Status	Command Approver	Rank	Approver Deptid	Member Status	
1	10000000 MSTC ISO MIAMI OIL SPILL IMT	10001	03/16/2017			CDR	008154		
2	10000002 DEEP WATER OPS 1	10022	03/16/2017			CDR	008154		
3	10000002 DEEP WATER OPS 1	10005	03/16/2017			CDR	008154		
4	10000002 DEEP WATER OPS 1	10006	03/16/2017			CDR	008154		
5	10000002 DEEP WATER OPS 1	10015	03/16/2017			CDR	008154		

The bottom portion of the page will display the resume comments the member has entered for each application submitted.

**NOTE:** If a member was added as a BNC or Selected candidate type and did not submit an application, the Application Date and Comments will be blank under Mobilization Resume.

Mobilization Resume			Find	First	1-4 of 4	Last
Application Date	Comments	Request/Requirement (s):				
03/16/2017	I am very qualified!	10000000/10001 10000002/10005 10000002/10006 10000002/10015 10000002/10021 10000002/10022 10000002/10024				
Application Date	Comments	Request/Requirement (s):				
03/16/2017	TEST	10000006/10001				
Application Date	Comments	Request/Requirement (s):				
03/15/2017	test	10000009/10003 10000009/10005				

The table below lists the fields on the Member Resume page with a description.

Field	Description/Instructions
Name	Member's Name
Empl ID	Member's Empl ID
Empl Rcd	Employment Record for the member's record

Rank	Member's Rank
Reg Region	Member's Reg Region
Employee Status	Member's Employee Status
Business Unit	Member's Business Unit
Department	Member's Current Department
Clearance	Member's Security Clearance
<b>Requirements Member applied for – Requirement Details</b>	
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Requirement Title	Display only Requirement Title as entered on the Requirement Details page
Requirement Status	Status of the requirement
Begin Date	Requirement Begin Date
End Date	Requirement End Date
Reg Region	Reg Region requested for the requirement
Rate	Rate requested for the requirement
<b>Requirements Member applied for – Application Details</b>	
Request Nbr	Display only Request Number generated when the request is created
Request Title	Display only Request Title as entered on the Request Data page
Requirement Nbr	Display only Requirement Number generated when the requirement is created
Application Date	Date the member submitted the application for approval
Application Status	Status of command endorsement approval
Command Approver	Name of command endorser responsible for approving the resume
Rank	Rank of the Command Approver
Approver Deptid	Department ID of the Command Approver
Member Status	<p>Status of the member in relation to the specific requirement. Available values are:</p> <p><b>Sourced</b> – Member has been sourced to the requirement. <b>NOTE:</b> A member is 'Sourced' once the Tasking Status has been updated to Partially Sourced or Fully Sourced on the Member Source page</p> <p><b>Mobilized</b> – Member has been mobilized to the requirement. <b>NOTE:</b> A member is 'Mobilized' once a Mobilization Date has been entered on the Member Processing page</p> <p><b>Demobilized</b> – Member has been demobilized from the requirement. <b>NOTE:</b> A member is 'Demobilized' once a Demobilization Date has been entered on the Member Processing page</p>
<b>Mobilization Resume</b>	
Application Date	Date the member's application was submitted
Comments	Resume/comments entered by the member

### 13 ADD A PERSON OF INTEREST (POI)

This section of the user guide walks through the steps for adding NON CG Members that will be sourced to requirements.

1. Select the [Add a Person](#) link in the Mobilization pagelet.

Mobilization	
<a href="#">Mobilization Request</a>	<a href="#">Tasking Command</a>
<a href="#">Member Search</a>	<a href="#">ICS Command</a>
<a href="#">Requirement Sourcing</a>	<a href="#">Operational Name</a>
<a href="#">Requirement Navigator</a>	<a href="#">Force Element Setup</a>
<a href="#">Sourcing History</a>	<a href="#">Add a Person</a>
<a href="#">My Mobilization Approvals</a>	

2. Select Person of Interest Type '**Other**' and click the Add the Person button.

### Add a Person

[Search for Matching Persons](#)

Empl ID:

Person of Interest Type: Other

**Add the Person**

3. Click the Add button on the Personal Data page.

### Personal Data

[Find an Existing Value](#) [Add a New Value](#)

Empl ID:

**Add**

4. Click the Add Name button in the Name section of Biographical Details.

### Biographical Details

[Contact Information](#) [Regional](#) [Organizational Relationships](#)

Person ID: NEW

**Name** [Find](#) [View All](#) First **1 of 1** Last

\*Effective Date:  [31](#)

\*Format Type: English

Display Name: **Add Name**

5. Enter the person's name data and click the Refresh Name button.

**Edit Name**

**English Name Format**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

[Refresh Name](#)

6. Click the OK button at the bottom of the page. The user is brought back to the Biographical Details page. The person's name is now displayed.
7. Complete the Biographic Information and Biographical History sections of the page.

**Biographical Details** | **Contact Information** | **Regional** | **Organizational Relationships**

**JASON MOBILIZATION** Person ID: NEW

**Name** [Find](#) | [View All](#) First **1 of 1** Last

\*Effective Date:  [31](#)

\*Format Type:

Display Name: JASON MOBILIZATION [Edit Name](#)

**Biographic Information**

Date of Birth:  [31](#) 34 Years 0 Months

Birth Country:  [United States](#)

Birth State:  [District of Columbia](#)

Birth Location:  ☐ Waive Data Protection

**Biographical History** [Find](#) | [View All](#) First **1 of 1** Last

\*Effective Date:  [31](#)

Gender: Unknown

\*Highest Education Level:

\*Marital Status:  As of:

Language Code:

Alternate ID:

☐ Full-Time Student

8. Select the Contact Information tab.
9. Use the Add Address Detail link to add address information for the POI.

Biographical Details		<b>Contact Information</b>		Regional		Organizational Relationships	
<b>JASON MOBILIZATION</b>				Person ID:		NEW	
<b>Current Addresses</b> <span>Personalize   Find   View All   [Icons]   First 1 of 1 Last</span>							
Address Type	As Of Date	Status	Address				
Home	03/20/2017	A			<a href="#">Add Address Detail</a>		+ -
<b>Phone Information</b> <span>Personalize   Find   View All   [Icons]   First 1 of 1 Last</span>							
*Phone Type	Telephone		Extension		Preferred		
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="checkbox"/>		+ -

10. Click the Add Address link.

**Address History**

**Address Type:** Home

**Address History**
Find | First 1 of 1 Last

*Effective Date:	03/20/2017	Address:	
Country:	USA		
*Status:	A		

[Add Address](#)

11. Enter the address details and click OK.

**Edit Address**

Country:	United States		
Address 1:	1 COAST GUARD WAY		
Address 2:			
Address 3:			
City:	WASHINGTON	State:	DC District of Columbia
Postal:	20019		
County:			

OK	Cancel
----	--------

12. Edit the Effective Date as needed and click OK.



**Address History**

Address Type: Home

Address History Find First **1 of 1** Last

\*Effective Date: 03/20/2017   Address: 1 COAST GUARD WAY  
WASHINGTON DC 20019

Country: USA

\*Status: A

[Add Address](#)

13. Use the  to add additional address types and details.

14. Complete the Phone Information section of the Contact Information page.

Biographical Details **Contact Information** Regional Organizational Relationships

**JASON MOBILIZATION** Person ID: NEW

**Current Addresses** Personalize Find View All   First **1 of 1** Last

Address Type	As Of Date	Status	Address	
Home	03/20/2017	A	1 COAST GUARD WAY WASHINGTON DC 20019	<a href="#">Edit/View Address Detail</a> <input type="button" value="+"/> <input type="button" value="-"/>

**Phone Information** Personalize Find View All   First **1 of 1** Last

*Phone Type	Telephone	Extension	Preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

**Email Addresses** Personalize Find View All   First **1 of 1** Last

Email Type	Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

15. Select the Regional tab.

16. Add the Ethnic Group information.

Biographical Details Contact Information **Regional** Organizational Relationships

**JASON MOBILIZATION** Person ID: NEW

USA

**Ethnic Group** Find View All First **1 of 1** Last

Regulatory Region: USA   United States

Ethnic Group: 1   White ☐ Primary

17. Select the Organizational Relationships tab.

18. Click the Add Relationship button.

Biographical Details | Contact Information | Regional | **Organizational Relationships**

JASON MOBILIZATION Person ID: NEW

Choose Org Relationship to Add

☒ Person of Interest Other

Select Checklist Code:

**Add Relationship**

OK Cancel Apply

19. The user will get the following message. Click OK.

Message

Warning -- Social Security Number should be entered for US Employees. (1000,835)

Social Security Numbers are now required for all persons employed in the United States regardless of citizenship status. You must track this information and should require that it be provided by Employees when they are Hired.

OK Cancel

The user will be taken to the Add a POI Relationship page. **NOTE: A new Person ID will be created. Be sure to take note of the new Person ID created.**

20. Click the Apply button. **NOTE:** This button must be clicked to be able to add the new person to Mobilization requirements.

**Add a POI Relationship**

JASON MOBILIZATION Person ID:

Person of Interest Type: Other

**Security Data** Find | View All First 1 of 1 Last

\*Effective Date: 03/20/2017 Get Enabled Security Types

*Security Access Type	Enabled	Value 1	Value 2
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Person of Interest History** Personalize | Find | First 1 of 1 Last

	*Effective Date	*Status	Planned Exit	More Information
1	03/20/2017	A	<input type="text"/>	<input type="text"/>

OK Cancel **Apply**

21. Click the OK button at the bottom of the page.

The user will be taken back to the Organizational Relationships page.

22. Click OK and return to Home.

## 14 MOBILIZATION REPORTS

Six (6) reports have been developed for the Direct Access Mobilization functionality. This section outlines the steps for running each report.

### 14.1 Competencies Required

This report is a listing of all competencies required for a Mobilization requirement by Operational Name.

1. Click the [Competencies Required Report](#) link in the Mobilization Reports pagelet.

2. Use the to select the Operational Name that you want the report to run for.
3. Enter a Grouping Category to narrow the results to a specific Grouping Category.
4. Click View Results.

Request Number	Request Title	Operational Name	Grouping Category	Requirement Number	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration (Days)	Competency	Competency Descr
----------------	---------------	------------------	-------------------	--------------------	-------------------	--------------------	------------------------	----------------------	-----------------------------	------------	------------------

5. Click the download results in the Excel spreadsheet option to review the results in Excel.

**CG\_MOB\_COMP\_REQ\_RPT - Mobilization Competencies Rpt**

Operational Name:

Grouping Category:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19 kb)

[View All](#)

	Request Number	Request Title	Operational Name	Grouping Category	Requirement Number	Requirement Title	Requirement Status	Requirement Begin Date
1	10000004	YELLOW OPS 1	YELLOW OPS SUPPORT	Boating Safety Activity	10001	PST CACO	Open	03/13/2017
2	10000004	YELLOW OPS 1	YELLOW OPS SUPPORT	Boating Safety Activity	10002	PST CACO	Open	03/13/2017

- Click Open on the Internet Explorer message box that appears at the bottom of the page.

Do you want to open or save CG\_MOB\_COMP\_REQ\_RPT\_1386260378.xlsx (5.46 KB) from hcenv9.direct-access.us? [Open](#) [Save](#) [Cancel](#)

The file should open in Excel.

## 14.2 Requirements by Contingency

This report is a listing of all requirements and sourcing data by Operational Name.

- Click the [Requirements by Contingency](#) link in the Mobilization Reports pagelet.

**Mobilization Reports**

<a href="#">Competencies Required Report</a>	<a href="#">IMT Processing Report</a>
<a href="#">Disaster Inbound Report</a>	<a href="#">Disaster Outbound Report</a>
<a href="#">Status by Dates Report</a>	<a href="#">Requirements by Contingency</a>

- Click the Add a New Value tab.

**Requirements by Contingency**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive


- Enter a new Run Control ID.

**NOTE:** The Run Control ID cannot contain any spaces.

4. Click the Add button.

### Requirements by Contingency

Run Control ID:

5. Use the  to select the Operational Name you want the report to run for.
6. Select a Requirement Status to narrow the results, if needed.

Cg Mob Conting Rpt

### Run Requirements by Contingency

Run Control ID: RQMNTSBYCONT032017
[Report Manager](#)
[Process Monitor](#)

\*Operational Name:  

Requirement Status:

7. Click the Run button.

Cg Mob Conting Rpt

### Run Requirements by Contingency

Run Control ID: RQMNTSBYCONT032017
[Report Manager](#)
[Process Monitor](#)

\*Operational Name:  

Requirement Status:

8. Change the Server Name to **PSUNX** and Format to **XLS**.

**Process Scheduler Request**

User ID  Run Control ID RQMNTSBYCONT032017

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Requirement by Contingency Rpt	CG_MOBCONTIN	Application Engine	Web	XLS	<a href="#">Distribution</a>

9. Click the OK button at the bottom of the page.

**Process Scheduler Request**

User ID  Run Control ID RQMNTSBYCONT032017

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Requirement by Contingency Rpt	CG_MOBCONTIN	Application Engine	Web	XLS	<a href="#">Distribution</a>

10. Take note of the new Process Instance number.

**Cg Mob Conting Rpt**

**Run Requirements by Contingency**

Run Control ID: RQMNTSBYCONT032017

[Report Manager](#) [Process Monitor](#)

Process Instance: 419743

\*Operational Name:

Requirement Status:

11. Click the Process Monitor link.

**Cg Mob Conting Rpt**

### Run Requirements by Contingency

Run Control ID: RQMNTSBYCONT032017

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 419743

\*Operational Name: YELOP

Requirement Status: ▼

12. Click the Refresh button until the Run Status is **Success** and Distribution Status is **Posted**.

**Process List** **Server List**

**View Process Request For**

User ID  Type ▼ Last ▼  1 Days ▼ [Refresh](#)

Server ▼ Name  Instance From  Instance To

Run Status ▼ Distribution Status ▼ ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	419743		Application Engine	CG_MOBCONTIN		03/20/2017 1:53:59PM PDT	Success	Posted	<a href="#">Details</a>

13. Click the Details link on the row for the **CG\_MOBCONTIN** report.

**Process List** **Server List**

**View Process Request For**

User ID  Type ▼ Last ▼  1 Days ▼ [Refresh](#)

Server ▼ Name  Instance From  Instance To

Run Status ▼ Distribution Status ▼ ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	419743		Application Engine	CG_MOBCONTIN		03/20/2017 1:53:59PM PDT	Success	Posted	<a href="#">Details</a>

14. Click the View Log/Trace link.

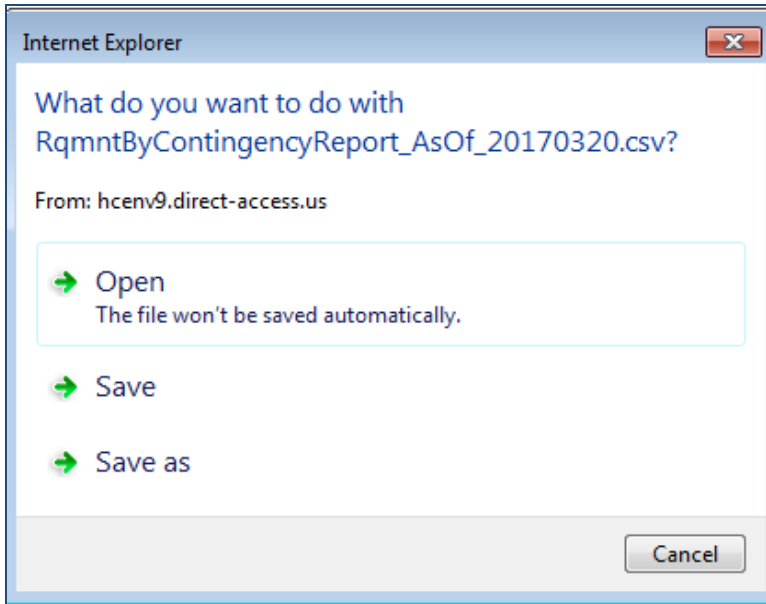
Process Detail	
<b>Process</b>	
Instance 419743	Type Application Engine
Name CG_MOBCONTIN	Description Requirement by Contingency Rpt
Run Status Success	Distribution Status Posted
<b>Run</b>	<b>Update Process</b>
Run Control ID RQMNTSBYCONT032017	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSUNX	
Recurrence	
<b>Date/Time</b>	<b>Actions</b>
Request Created On 03/20/2017 1:54:53PM PDT	<a href="#">Parameters</a> <a href="#">Transfer</a>
Run Anytime After 03/20/2017 1:53:59PM PDT	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At 03/20/2017 1:55:03PM PDT	<a href="#">Batch Timings</a>
Ended Process At 03/20/2017 1:55:18PM PDT	<a href="#">View Log/Trace</a>

15. Select the RqmntByContingencyReport\_AsOf\_.csv file.

View Log/Trace		
<b>Report</b>		
Report ID 393402	Process Instance 419743 <a href="#">Message Log</a>	
Name CG_MOBCONTIN	Process Type Application Engine	
Run Status Success		
Requirement by Contingency Rpt		
<b>Distribution Details</b>		
Distribution Node RPTNODE	Expiration Date 03/27/2017	
<b>File List</b>		
Name	File Size (bytes)	Datetime Created
AE CG_MOBCONTIN 419743.stdout	294	03/20/2017 1:55:18.963823PM PDT
<a href="#">RqmntByContingencyReport_AsOf_20170320.csv</a>	17,511	03/20/2017 1:55:18.963823PM PDT

16. Click Open on the Internet Explorer window.



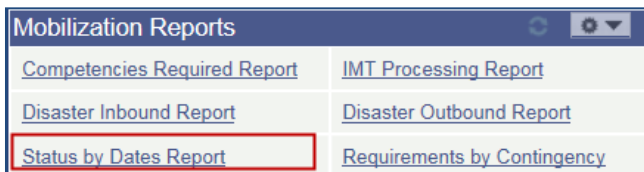


The file should open in Excel.

### 14.3 Status by Dates

This report is a listing of all requirements with a Requirement Begin Date in the range of the date parameters entered on the Status by Dates report page.

1. Click the [Status by Dates Report](#) link in the Mobilization Reports pagelet.



2. Click the Add a New Value tab.

 The 'Status by Dates Report' page. It has a blue header with the title 'Status by Dates Report'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Below the tabs is a 'Search Criteria' section with a dropdown arrow. Under 'Search by:', there is a text input field with the placeholder 'Run Control ID begins with'. There is a checkbox for 'Case Sensitive'. At the bottom, there is a yellow 'Search' button and a blue link for 'Advanced Search'.

3. Enter a new Run Control ID.

**NOTE:** The Run Control ID cannot contain any spaces.

4. Click the Add button.

### Status by Dates Report

---

Run Control ID:

5. Enter a Begin Date and End Date range for the Requirement Begin Date that you want to run the report for. **This is required.**
6. Use the additional fields to narrow the reporting results, as needed.

### Mobilization Status Report

#### Run Status by Dates

Run Control ID: STATUS032017

[Report Manager](#)
[Process Monitor](#)

\*Begin Date:

\*End Date:

Set ID:

Destination Deptid:

Operational Category:

Operational Name:

Order Type:

Tasking Command:

Supporting Command:

Requirement Status:

7. Click the Run button.

Mobilization Status Report

### Run Status by Dates

Run Control ID: STATUS032017

[Report Manager](#)
[Process Monitor](#)
Run

\*Begin Date:

02/01/2017

\*End Date:

06/30/2017

Set ID:

00010

Destination Deptid:

Operational Category:

Operational Name:

Order Type:

Tasking Command:

Supporting Command:

Requirement Status:

- Change the Server Name to **PSUNX** and Format to **XLS**.

Process Scheduler Request

User ID

Run Control ID STATUS032017

Server Name

PSUNX

Run Date

03/20/2017

Recurrence

Run Time

3:01:24PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Status by Dates Report	CG_MOBSRCRPT	Application Engine	Web	XLS	<a href="#">Distribution</a>

- Click the OK button.

**Process Scheduler Request**

User ID  Run Control ID STATUS032017

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Status by Dates Report	CG_MOBSRCRPT	Application Engine	Web	XLS	<a href="#">Distribution</a>

10. Take note of the new Process Instance number.

**Mobilization Status Report**

**Run Status by Dates**

Run Control ID: STATUS032017

[Report Manager](#) [Process Monitor](#)

Process Instance: 419745

11. Click the Process Monitor link.

**Mobilization Status Report**

**Run Status by Dates**

Run Control ID: STATUS032017

[Report Manager](#) [Process Monitor](#)

Process Instance: 419745

12. Click the Refresh button until the Run Status is **Success** and Distribution Status is **Posted**.

**Process List** **Server List**

**View Process Request For**

User ID   Type  Last   Days

Server  Name   Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	419745		Application Engine	CG_MOBSRCRPT		03/20/2017 3:01:24PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	419744		Application Engine	CG_EL_BATCH		03/20/2017 2:06:35PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	419743		Application Engine	CG_MOBCONTIN		03/20/2017 1:53:59PM PDT	Success	Posted	<a href="#">Details</a>

13. Click the Details link on the row for the **CG\_MOBSRCRPT** report.

Process List | Server List

View Process Request For

User ID  Type  Last  1 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status  ☒ Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	419745		Application Engine	CG_MOBSRCRPT		03/20/2017 3:01:24PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	419744		Application Engine	CG_EL_BATCH		03/20/2017 2:06:35PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	419743		Application Engine	CG_MOBCONTIN		03/20/2017 1:53:59PM PDT	Success	Posted	<a href="#">Details</a>

14. Click the View Log/Trace link.

Process Detail

Process

Instance 419745 Type Application Engine

Name CG\_MOBSRCRPT Description Status by Dates Report

Run Status Success Distribution Status Posted

Run

Run Control ID STATUS032017

Location Server

Server PSUNIX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On 03/20/2017 3:03:57PM PDT

Run Anytime After 03/20/2017 3:01:24PM PDT

Began Process At 03/20/2017 3:04:01PM PDT

Ended Process At 03/20/2017 3:04:16PM PDT

Actions

[Parameters](#) [Transfer](#)

[Message Log](#) [View Locks](#)

[Batch Timings](#)

[View Log/Trace](#)

15. Select the SourcingByDatesReport\_AsOf\_.csv file.

**View Log/Trace**

Report			
Report ID	393404	Process Instance	419745 <a href="#">Message Log</a>
Name	CG_MOBSRCRPT	Process Type	Application Engine
Run Status	Success		

Status by Dates Report


Distribution Details	
Distribution Node	RPTNODE
Expiration Date	03/27/2017


File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE CG MOBSRCRPT 419745.stdout</a>	294	03/20/2017 3:04:16.835129PM PDT
<a href="#">StatusByDatesReport_20170201TO20170630_AsOf_20170320.csv</a>	15,982	03/20/2017 3:04:16.835129PM PDT


- Click Open on the Internet Explorer window.

What do you want to do with  
StatusByDatesReport\_20170201TO20170630\_AsOf\_2...

From: hcenv9.direct-access.us

 Open  
The file won't be saved automatically.

 Save

 Save as


The file should open in Excel.






## 14.4 Disaster Inbound

This report is a listing of who is reporting 7, 14, 21, 30 and 45 days out from the current date. **NOTE:** This report uses the Source Begin Date to determine reporting info.






- Click the [Disaster Inbound Report](#) link in the Mobilization Reports pagelet.

Mobilization Reports	
<a href="#">Competencies Required Report</a>	<a href="#">IMT Processing Report</a>
<a href="#">Disaster Inbound Report</a>	<a href="#">Disaster Outbound Report</a>
<a href="#">Status by Dates Report</a>	<a href="#">Requirements by Contingency</a>

- Use the  to select the Operational Name that you want the report to run for.
- Use the additional fields to narrow the reporting results, as needed.

CG_MOB_DISASTER_INBOUND_RPT - Disaster Inbound Personnel Rpt																
Operational Name:		<input type="text" value="YELOP"/> 														
Geo Location Code:		<input type="text"/> 														
Supported Command:		<input type="text"/> 														
Set ID (Use 00010 for CG):		<input type="text"/> 														
Department:		<input type="text"/> 														
<a href="#">View Results</a>																
Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Desc	Destination Dept	Destination Dept Desc	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration	Tasking Command	ICS Command	

- Click View Results.

CG_MOB_DISASTER_INBOUND_RPT - Disaster Inbound Personnel Rpt														
Operational Name:		<input type="text" value="YELOP"/> 												
Geo Location Code:		<input type="text"/> 												
Supported Command:		<input type="text"/> 												
Set ID (Use 00010 for CG):		<input type="text"/> 												
Department:		<input type="text"/> 												
<a href="#">View Results</a>														
Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Desc	Destination Dept	Destination Dept Desc	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date		

- Click the download results in Excel spreadsheet option to review the results in Excel.

CG\_MOB\_DISASTER\_INBOUND\_RPT - Disaster Inbound Personnel Rpt

Operational Name:

Geo Location Code:

Supported Command:

Set ID (Use 00010 for CG):

Department:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Desc	Destination Dept	Destination Dept Desc	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration	Tasking Command	ICS Command
1 10000008	YELLOWOPS- SECJUN- 212398	YELLOW OPS SUPPORT		008324	SECTOR JUNEAU	008324	SECTOR JUNEAU	10002	IOGS	Partially Sourced	02/01/2017	11/30/2017	303	PSC- PSD-SSB	Not Applicable
2 10000008	YELLOWOPS- SECJUN- 212398	YELLOW OPS SUPPORT		008324	SECTOR JUNEAU	008324	SECTOR JUNEAU	10001	IOGS	Partially Sourced	02/01/2017	04/30/2017	89	PSC- PSD-SSB	Not Applicable

- Click Open on the Internet Explorer message box that appears at the bottom of the page.

Do you want to open or save CG\_MOB\_DISASTER\_INBOUND\_RPT\_1039402374.xlsx (5.42 KB) from hcnv9.direct-access.us?

[Open](#) [Save](#) [Cancel](#)

The file should open in Excel.

## 14.5 Disaster Outbound

This report is a listing of who is departing 7, 14, 21, 30 and 45 days out from the current date. **NOTE:** This report uses the Source End Date to determine departing info.

- Click the [Disaster Outbound Report](#) link in the Mobilization Reports pagelet.

Mobilization Reports

<a href="#">Competencies Required Report</a>	<a href="#">IMT Processing Report</a>
<a href="#">Disaster Inbound Report</a>	<a href="#">Disaster Outbound Report</a>
<a href="#">Status by Dates Report</a>	<a href="#">Requirements by Contingency</a>

- Use the to select the Operational Name that you want the report to run for.
- Use the additional fields to narrow the reporting results, as needed.



CG\_MOB\_DISASTER\_OUTBOUND\_RPT - Disaster Outbound Personnel Rp

Operational Name:

Geo Location Code:

Supported Command:

Set ID (Use 00010 for CG):

Department:

[View Results](#)

Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Descr	Destination Dept	Destination Dept Descr	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration	Tasking Command	ICS Command
-------------	---------------	------------------	--------------	-----------------	-----------------------	------------------	------------------------	-----------------	-------------------	--------------------	------------------------	----------------------	----------------------	-----------------	-------------

- Click View Results.

CG\_MOB\_DISASTER\_OUTBOUND\_RPT - Disaster Outbound Personnel Rp

Operational Name:

Geo Location Code:

Supported Command:

Set ID (Use 00010 for CG):

Department:

[View Results](#)

Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Descr	Destination Dept	Destination Dept Descr	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration
-------------	---------------	------------------	--------------	-----------------	-----------------------	------------------	------------------------	-----------------	-------------------	--------------------	------------------------	----------------------	----------------------

- Click the download results in Excel spreadsheet option to review the results in Excel.

CG\_MOB\_DISASTER\_OUTBOUND\_RPT - Disaster Outbound Personnel Rp

Operational Name:

Geo Location Code:

Supported Command:

Set ID (Use 00010 for CG):

Department:

[View Results](#)

Download results in [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

Request Nbr	Request Title	Operational Name	Requested By	Requesting Dept	Requesting Dept Descr	Destination Dept	Destination Dept Descr	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date	Requirement Duration
1 10000008	YELLOWOPS-SECJUN-212398	YELLOW OPS SUPPORT		008324	SECTOR JUNEAU	008324	SECTOR JUNEAU	10002	IOGS	Partially Sourced	02/01/2017	11/30/2017	303

- Click Open on the Internet Explorer message box that appears at the bottom of the page.

Do you want to open or save CG\_MOB\_DISASTER\_OUTBOUND\_RPT\_273100703.xlsx (5.42 KB) from hcnv9.direct-access.us?

[Open](#) [Save](#) [Cancel](#)

The file should open in Excel.

## 14.6 IMT Processing


This report is a listing of everyone that has been mobilized to an event by Geo Location or Supported Command with Incident Check-in and Check-out Dates. **This report will only show people who have a Mobilization Date entered on the Member Processing page.**

1. Click the [IMT Processing Report](#) link in the Mobilization Reports pagelet.

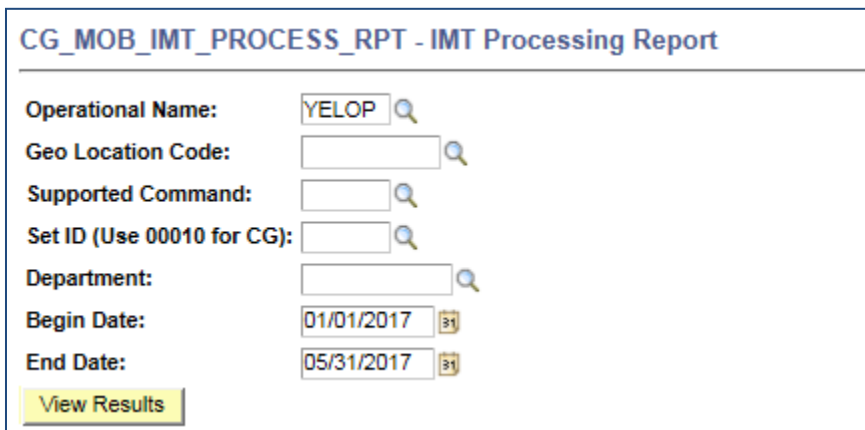


Mobilization Reports


<a href="#">Competencies Required Report</a>	<a href="#">IMT Processing Report</a>
<a href="#">Disaster Inbound Report</a>	<a href="#">Disaster Outbound Report</a>
<a href="#">Status by Dates Report</a>	<a href="#">Requirements by Contingency</a>


2. Use the  to select the Operational Name that you want the report to run for. **This is required.**
3. Enter a Begin Date and End Date range for the Mobilization Date that you want to run the report for. **This is required.**
4. Use the additional fields to narrow the reporting results, as needed.


**NOTE:** The Geo Location Code field is pulling from the location code entered on the Member Processing page.





CG\_MOB\_IMT\_PROCESS\_RPT - IMT Processing Report


Operational Name:  


Geo Location Code:  

Supported Command:  

Set ID (Use 00010 for CG):  

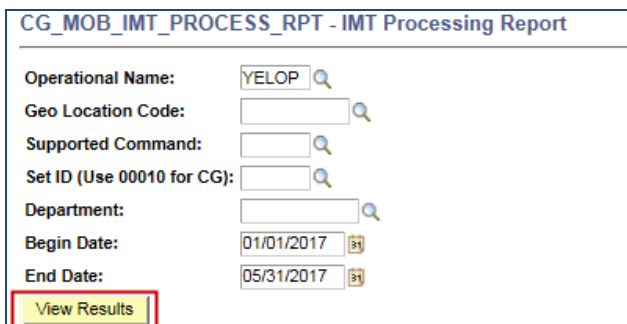
Department:  

Begin Date:  


End Date:  


[View Results](#)


5. Click View Results.





CG\_MOB\_IMT\_PROCESS\_RPT - IMT Processing Report


Operational Name:  


Geo Location Code:  

Supported Command:  

Set ID (Use 00010 for CG):  

Department:  

Begin Date:  

End Date:  

[View Results](#)

6. Click the download results in Excel spreadsheet option to review the results in Excel.

**CG\_MOB\_IMT\_PROCESS\_RPT - IMT Processing Report**

Operational Name:

Geo Location Code:

Supported Command:

Set ID (Use 00010 for CG):

Department:

Begin Date:

End Date:

**View Results**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

ICS Command	ICS Section	POC Emplid	POC Name	Request Nbr	Request Title	Operational Name	Requirement Nbr	Requirement Title	Requirement Status	Requirement Begin Date	Requirement End Date
UC 1 SANTA BARBARA	Command			10000006	YELLOW OPS SUPPORT 2	YELLOW OPS SUPPORT	10001	CDAT	Partially Sourced	03/13/2017	11/30/2017

7. Click Open on the Internet Explorer message box that appears at the bottom of the page.

Do you want to open or save CG\_MOB\_IMT\_PROCESS\_RPT\_1724058837.xlsx (4.95 KB) from hcnv9.direct-access.us? Open Save Cancel ×

The file should open in Excel.

## 15 APPENDIX

### 15.1 Mobilization Email Notifications

Email notifications will be sent for the below instances.

Action	Email sent to	Message Subject	Comments
By Name Candidate (BNC) added to requirement	BNC	"Mobilization BNC Volunteer Opportunity"	The email is sent when the requirement is approved
Applicant submits an application for approval	Applicant	"Mobilization Volunteer Submission"	Applicant is sent an email informing him/her that the application has been routed for approval
Command Endorser added as endorser on member's application	Command Endorser	"Mobilization Volunteer Approval Request"	Endorser is sent an email informing him/her of the application approval request
Member's application approved or denied	Applicant	"Mobilization Volunteer Approval"	Applicant is sent an email informing him/her of the

		Request”	approval or denial
Member’s application withdrawn	Command Endorser	“Mobilization Volunteer Approval Request Withdrawn”	Endorser is sent an email informing him/her of the withdrawal
Requirement Cancellation	Candidates associated with the requirement	“Mobilization Volunteer Opportunity Cancelled”	Candidates are sent an email informing them of the requirement cancellation
Member sourced to requirement (Tasking Status changed to Fully Sourced or Partially Sourced)	Member selected to fill the requirement	“Mobilization Volunteer Opportunity Selection”	Member is sent an email informing him/her of the selection
Another member sourced to requirement	Other candidates associated with the requirement	“Mobilization Volunteer Opportunity Selection”	Candidates not selected are sent an email informing them the requirement is no longer available
Endorser routes an application to another endorser using the Next Endorser field on the Command Endorsement page	Next Endorser	“Mobilization Volunteer Approval Request”	Next Endorser is sent an email informing him/her of the approval request
Order linked to requirement is cancelled. This action results in the automatic cancellation of the requirement	User that created the requirement	“Mobilization Volunteer Opportunity Cancelled”	The user that created the requirement is sent an email when the order linked to the requirement is cancelled. The email informs the user that the requirement they created has been cancelled